

SOUTHERN MISSIONARY COLLEGE

1972-1973 CATALOG

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**COLLEGE DALE
TENNESSEE**

At Your Service . . .

Inquiries by mail or telephone should be directed as follows:

SOUTHERN MISSIONARY COLLEGE

Collegedale, Tennessee 37315

Telephone 615 396-2111

ADMISSIONS and REGISTRATION—To the *Director of Admissions and Records*, Extension 312

MATTERS OF GENERAL INTEREST—To the *President*, Extension 222

MATTERS OF RESIDENCE HALL LIVING—To the *Dean of Students*, Extension 232
Women's Residence Hall
Men's Residence Hall

PUBLIC RELATIONS AND DEVELOPMENT—To the *Director of Public Relations and Development*, Extension 252

SCHOLASTIC MATTERS—To the *Academic Dean*, Extension 212

STUDENT FINANCE—To the *Director of Student Finance*, Extension 322

Although overnight accommodations are limited, parents and other friends of Southern Missionary College are cordially invited to visit the campus. The Public Relations Office will gladly arrange for you to see the college facilities and visit classes or other activities. Administrative offices are open from 8:00 A.M. to 12:00 NOON, Sunday through Friday and 1:00-5:00 P.M., Monday through Thursday.

BULLETIN OF SOUTHERN MISSIONARY COLLEGE

COLLEGEDALE, TENNESSEE 37315



Volume XXII

"S.M.C." Second Quarter, 1972

No. 4

Published quarterly by Southern Missionary College, Collegedale, Tennessee.
Entered as second class matter February 12, 1951, at Collegedale, Tennessee, under
act of Congress August 24, 1912.

Academic Calendar

Southern Missionary College

1972-73

SUMMER SESSION, 1972

MAY

31 Registration

JUNE

1 Classes Begin

JULY

5 Second Session Begins

AUGUST

10 Commencement

FALL SEMESTER, 1972

AUGUST

27-28 Noon Faculty Colloquium
27 Freshmen Arrive. Orientation 7:30 p.m.
28 Freshman Orientation
29 Freshman and Juniors Registration
30 Sophomore and Seniors Registration
31 Classes Begin

SEPTEMBER

9-11 MV Weekend

OCTOBER

21-28 Week of Religious Emphasis
11 Field Day
22, 23 Alumni Homecoming
28-30 College Bible Conference

NOVEMBER

22 Thanksgiving Vacation Begins (After classes or labs)
26 Thanksgiving Vacation Ends (10:30 p.m.)

DECEMBER

22 Christmas Vacation Begins (After Exams)

SPRING SEMESTER, 1973

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JANUARY

- 8-9 Second Semester Registration
- 10 Classes Begin

FEBRUARY

Week of Religious Emphasis

MARCH

- 7 Spring Vacation Begins (After classes or labs)
- 13 Spring Vacation Ends (10:30 p.m.)

APRIL

- 15-16 College Days

MAY

- 6 Commencement

SUMMER SESSION, 1973

MAY

- 30 Registration
- 31 Classes Begin

JULY

- 5 Second Session Begins

AUGUST

- 9 Commencement

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THIS IS SOUTHERN MISSIONARY COLLEGE

I. DESCRIPTION

Southern Missionary College is a private four-year multi-purpose coeducational college, owned and operated by the Seventh-day Adventist Church,* providing education in liberal arts, professional, and vocational curricula. Through a series of opportunities provided within and outside the classroom, Southern Missionary College seeks to encourage the acquisition of many additional values held by the Seventh-day Adventist Church.

II. STATEMENT OF EDUCATIONAL PHILOSOPHY

Seventh-day Adventists recognize that God is not only the Creator and Sustainer of the earth and the entire universe, but also the source of knowledge and wisdom. Although many values common to classical and modern humanism are accepted at Southern Missionary College, it is held that these secular values are reflections of the mind of the Creator, the Author of all truth, transcending both space and time.

In His image God created man perfect — sufficient to have stood, though free to fall. Because of sin, this man who bore a likeness to his Creator in his physical, mental, and spiritual nature has become separated from God, losing most of his similarity to his Maker.

To restore in man the image of his Creator — to promote the development of body, mind, and soul that the divine purpose in his creation might be realized — is the object of Christian education, the great object of life.

Believing man to be God's crowning act of creation, Seventh-day Adventists accept as reality the Biblical concept of man's body as the temple of God. Consequently, principles of health are emphasized that the student may more effectively carry out God's purpose, that he may respect the paramount work of the Creator, and that he may live the rewarding and abundant life promised in the Scriptures to those who do His will.

Another aspect of having been created in the image of God is that every human being is endowed with a power akin to that of the Creator—individuality, the power to think and to do. It is the work of true education to develop this power, to train youth to be thinkers and not mere reflectors of other men's thoughts; it is the purpose of this college to send forth men and women who possess breadth of mind, clearness of thought, and courage of conviction.

Seventh-day Adventists believe that knowledge of a personal God can never be derived by human reason alone, but that God has com-

*The college is operated by the Southern Union Conference of Seventh-day Adventists which is comprised of the churches in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

THIS IS SMC

municated His nature, purposes, and plans through divine revelation. They further believe that the Bible — both Old and New Testaments — was given by inspiration of God, contains a revelation of His will to men, and constitutes the only unerring rule of faith and practice. The purpose of Christian education is to assist the students in knowing and doing, with Christ's help, the will of God more perfectly. Only through Christ can man be restored fully as he was created in the image of God.

Our educational philosophy is, then, that true education means more than the pursual of a certain course of study or a preparation for the life that is now. It encompasses the whole being and the whole period of existence possible to man. It is the harmonious development of the physical, mental, social and spiritual powers, preparing the student for the joy of service in this world and in the world to come.

III. STATEMENT OF OBJECTIVES

A. It is the objective of Southern Missionary College to provide curricular and co-curricular activities to prepare creative and dedicated leaders to advance the program of the Seventh-day Adventist Church.

B. It is the objective of Southern Missionary College to provide experiences which will enable the student to:

Become a balanced individual through the harmonious development of his physical, social, mental, and spiritual faculties.

Determine the basic purpose for his life.

Determine his goals and values and to establish his priorities.

Appreciate himself as a unique person while cultivating a sensitivity for the dignity and rights of others.

Acquire a sense of individual responsibility and resourcefulness.

Adopt principles of healthful living, including a balance in diet, physical exercise, adequate rest, and the abstinence from alcohol, tobacco, amphetamines, barbiturates, hallucinogens, narcotics, and other substances or practices harmful to his well being.

Develop emotional maturity as well as physical health in an atmosphere of Christian fellowship and security marked by acceptance, personal concern, and love.

Prepare for contributions to mankind through employment in one or more of the various occupational pursuits.

Learn the value of and receive satisfaction from service to others.

Recognize and accept the principle that value in service be given in exchange for wages.

Learn respect for the dignity of manual labor.

Augment formal instruction with on-the-job training and actual supervised work experience in order to prepare for service in occupational fields as well as to provide means of financial support.

Learn to work well with other people.

Develop wholesome social relationships from the casual and temporary to the close and permanent.

Gain respect for the democratic decision-making processes.

Acquire knowledge and skills — through listening, reading, observing, and discussing for effective participation in democratic processes — to participate constructively in civic and community activities.

Understand and appreciate the world in which he lives through the acquisition of information pertaining to the common heritage in the arts and sciences.

Develop intellectual curiosity, reflective thinking, and the desire to achieve his potential in the search for truth.

Foster an appreciation for that which is elevating and beautiful — particularly God's handiwork in nature and the best in the fine arts.

Gain an understanding of our natural environment, realize the dangers threatening this environment, and assist in its preservation. Develop and exercise creativity in thought and action.

Gain a knowledge of, appreciation of, and opportunity for commitment to God's redemptive plan for man through Jesus Christ as taught from the Bible by Seventh-day Adventists.

Understand and appreciate a Christian value system, allowing it to so permeate his life as to form the primary basis for decision making under any circumstances at any time.

Participate actively as a responsible Christian citizen in the program of the Seventh-day Adventist Church.

C. It is the objective of Southern Missionary College to provide cultural, informational, instructional, and religious resources and services for the community.

HISTORY

In 1892 the educational venture that developed into Southern Missionary College had its beginning in the Seventh-day Adventist Church in the small village of Graysville, Tennessee. The school became known as Graysville Academy. In 1896 the name was changed to Southern Industrial School and five years later to Southern Training School.

THIS IS SMC

In 1916, because of limited acreage available for further expansion of plant facilities, the school was moved to the Thatcher farm in Hamilton County, Tennessee. The name "Collegedale" was given to the anticipated community. At its new location the school opened as Southern Junior College and continued as such until 1944 when it achieved senior college status and the name was changed to Southern Missionary College. Through the ensuing years the College has become known to its alumni and friends as SMC.

SETTING

SMC is unique in its location. The main campus is nestled in the pleasing Collegedale valley, surrounded by some seven hundred acres of school property. The quietness and beauty of its peaceful surroundings is in keeping with the educational philosophy of its governing organization.

The community and campus post office address is Collegedale which is located eighteen miles east of Chattanooga and three miles from Ooltewah off Interstate Highway 75 (formerly U. S. 11 and 64). The Southern Railway line passes through the north side of the campus. A bus service operated by the Cherokee Lines serves the college campus.

The Orlando campus situated in Florida's "City Beautiful" at the Florida Sanitarium and Hospital provides additional clinical facilities for the baccalaureate program of the Division of Nursing. The Madison campus at Madison, Tennessee, offers many of the clinical facilities used in the Associate in Science program in nursing and the Medical Record Technology program.

ACCREDITATION AND MEMBERSHIPS

SMC is accredited by the Southern Association of Colleges and Schools and is approved by the Tennessee State Board of Education for the preparation of secondary and elementary teachers.

The curriculum of the Division of Nursing, including Public Health Nursing, is accredited by the National League of Nursing as surveyed by the Collegiate Board of Review. It is an agency member of the Department of Baccalaureate and Higher Degree Programs of the Division of Nursing Education of the National League for Nursing. It is also accredited by the Tennessee Board of Nursing, and recognized by the Florida State Board of Nursing.

The College is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, the Association of American Colleges, the American Council on Education, the Tennessee College Association, and the American Association of Colleges for Teacher Education, the National Council of Accreditation for Teacher Education, and the National Association for Schools of Music.

ACADEMIC PROGRAM

The academic program consists of twenty-one departments offering twenty-six majors and twenty-six minors in which students may

qualify for the baccalaureate degree. Students may pursue programs of study leading to the Bachelor of Arts, Bachelor of Science and Bachelor of Music degrees. Various pre-professional and terminal curricula are available to students wishing to qualify for admission to professional schools and to those wishing to take a two-year terminal program of a technical or vocational nature.

THE FACULTY

The faculty determines the quality of the academic program. A commitment to learning enables SMC teachers to keep abreast of new knowledge in their respective fields, and through research discover the pleasure of exploring those areas of knowledge yet unknown.

The aim of the College is to achieve a closeness of teacher and student which will encourage the student to expand his interests and deepen his learning experiences by chatting informally with his instructors in the offices or on the campus. The faculty consists of well-trained men and women devoted to teaching and academic advising in their areas of specialization.

SMC STUDENTS

Approximately sixty percent of the students of SMC come from the eight states comprising the Southern Union Conference of Seventh-day Adventists. However, many additional states and eight to ten overseas countries are also represented in the college community. Generally the student group is fairly equally divided between men and women.

It is significant to note that in recent years SMC freshmen students scored above the national average on the Scholastic College Ability Test. Even more noteworthy is the observation that over forty per cent of SMC graduates are sufficiently motivated to take graduate or professional training. In anticipation of advanced training, a number of graduates have qualified for scholarships and fellowships, including awards from the National Science Foundation, the National Defense Graduate Fellowship program, and the Woodrow Wilson Foundation.

Former SMC students are now serving in the ministerial, teaching, medical, and other services of the Seventh-day Adventist Church at home and abroad. Others are engaged in business pursuits, government service, research activities, private and institutional medical services, and in the teaching professions on all levels.

FACILITIES

Wright Hall—Completed in the spring of 1967, this facility houses all the major administrative offices. Academic, business, and student personnel offices are located in the two story colonial structure. The third floor will be completed at a later date as part of the second phase of the building program.

THIS IS SMC

Lynn Wood Hall—The instructional building, named in honor of Dr. Lynn Wood, president of the College from 1918-1922, is a three-story structure housing teachers' offices and classroom facilities.

Hackman Hall—Earl F. Hackman Hall, modern in arrangement and appointment, a commodious, two-story, fireproof building, contains various well-equipped lecture rooms and laboratories of the Chemistry and the Biology Departments. The first phase of this building was completed in 1951. An addition, comparable in size to the first unit, was completed in 1961.

Miller Hall—The Harold A. Miller Hall, completed in 1953, houses the music department. This two-story, fireproof building provides studios, practice rooms, and an auditorium equipped with a Baldwin grand piano and a Schantz pipe organ installed in 1962. The building was named in honor of Harold A. Miller, who for many years headed the Music Department.

Thatcher Hall—Recently completed, Thatcher Hall provides facilities for 510 women. This three-story building is carpeted and air conditioned throughout with a bath between each two student rooms.

Talge Hall—Formerly the women's residence hall, this building has been converted to accommodate approximately 400 men. This modern, fireproof structure was completed in 1961 to house 275 students. In 1964 a new wing was completed to house an additional 125 students. The spacious and beautiful chapel with adjoining prayer rooms, the parlors, the kitchenette, and the infirmary facilities are but a few of the attractive features which provide for enjoyable and comfortable living.

McKee Library—Completed in 1970, the McKee Library embodies the spirit of culture and learning. It is built to accommodate 300,000 volumes and will seat more than 600 students, most of them in individual carrels.

Daniells Hall—Formerly the college library, Daniells Hall was renovated in 1970 to accommodate the departments of Physics, Mathematics and Computer Science.

College Auditorium—This building serves as a temporary cafeteria. It also houses the orchestra and band equipment.

Spalding Elementary School—This modern one-story elementary school is named for Arthur W. Spalding. The eleven classrooms, auditorium, and recreation room serve as a vital part of the teacher-training program and in the education of the boys and girls residing in Collegedale.

Home Arts Center—This modern two-story structure was completed in the fall of 1971. The complex houses the entire Home Economics facility and includes a foods lab, sewing lab, crafts lab, interior design classroom, child development observation room, other classrooms, and an auditorium seating 126.

Ledford Hall—This modern, well-equipped Industrial Arts facility

completed in the summer of 1964, was a gift of the McKee Baking Co. The one-story brick structure contains teacher offices, a classroom, and auto mechanics, welding, drafting, machine shop and printing labs.

Physical Education Building—This new facility, made possible by the Committee of 100 for the development of Southern Missionary College, incorporates the latest advancements in design and equipment. It contains a large gymnasium with three basketball courts, a classroom, teacher offices, shower facilities, and a fully enclosed olympic size swimming pool. The pool was contributed by the students who raised \$30,000 in a special campaign to finance the project.

Collegedale Church—The new Collegedale church, completed in the fall of 1965, is the spiritual home of the students and faculty of Southern Missionary College and the residents of the local community. Of modern architecture, the church seats approximately 1,800 in the main sanctuary, in addition to Sabbath School rooms and offices for the pastor and assistant pastor.

Collegedale Academy—This building contains all the facilities for operating the day program of the secondary laboratory school. The academy serves commuting students from Hamilton and Bradley counties.

College Plaza—The beautiful College Plaza shopping center completed in the spring of 1963 contains the Village Market, Southern Mercantile, Collegedale Distributors, Campus Kitchen, Georgia-Cumberland Conference Branch Book and Bible House, Washateria, Barber Shop, Beauty Parlor, Collegedale Credit Union, Collegedale Insurance, U.S. Post Office, a modern service station, and a bank.

Auxiliary and Vocational Buildings—The auxiliary and vocational buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, Bindery, Collegedale Interiors, and Central Plant.

Student Apartments—The college maintains a number of housing units as well as a trailer park for married students. Additional facilities are available in the community.

STUDENT LIFE AND SERVICES

A college is not only classroom instruction but also a mode of association. The effectiveness of the college program is enhanced if students choose to develop their particular interests and to meet their needs through significant participation in the non-academic activities provided. Advisers are available to give counsel and direction in planning the total college program. Students are encouraged to take advantage of the facilities and opportunities planned for their cultural, social, and spiritual growth.

RESIDENCE HALL LIVING

Living in a college residence hall with its daily and inevitable "give and take" prepares the student to meet the vicissitudes of life with equanimity, teaches respect for the rights and opinions of others, and affords a first hand experience in adjusting to a social group.

To assure students this beneficial experience, the College requires those unmarried and not living with their parents in the vicinity to reside in one of the residence halls.

DINING

For the promotion of student health and simultaneous cultural development, SMC provides a complete cafeteria service, organized to serve the student's schedule with utmost consideration. Service by the cafeteria staff is available for the many student and faculty social functions of the school year.

The modern decor of the spacious dining hall makes it an inviting center of the social and cultural life of the College. An auxiliary dining room is available for meetings of various student or faculty organizations.

HEALTH SERVICE

The Health Service is administered by the Director of Health Service in cooperation with the College Physician. Regular office hours are maintained by the service director. The College Physician is on call at the Clinic which is located on the campus.

The room rental charge for residence hall students covers the cost of routine services and non-prescription medications, and infirmary care, as provided under the College group plan. In case of major illness, students may be referred to off-campus hospital facilities. Students when accepted will be supplied with a brochure in which complete information is given concerning the benefits of the health and accident insurance group plan. The College is not responsible for injuries sustained on or off the campus, but is prepared to render first aid assistance as needed.

It is required that all new students submit to a medical examination before coming to SMC. The medical examination form sent out with the acceptance letter must be used by the examining physician and returned to the College.

GUIDANCE AND COUNSELING SERVICE

During registration each student is assigned a curriculum adviser to assist in program planning. Throughout the school year the curriculum adviser will be available for advice and guidance on academic questions.

Although curriculum advisers may be consulted on questions and problems other than academic ones, students are invited to seek counsel from any member of the faculty. Personal problems will be given thoughtful consideration. Members of the faculty deem it a privilege to discuss with the student great principles, concepts, and ideas in an atmosphere of informality and friendliness. Students are urged to become personally acquainted with as many members of the faculty as possible.

Students with personal problems who wish assistance from a professional counselor should consult the Dean of Students or Director of Counseling Services. Personnel trained in psychology and counseling are available to those with serious social and personal problems.

The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors. Students are urged to take advantage of the testing service as a means of obtaining information useful in choosing a profession or occupation.

ORIENTATION PROGRAM

SMC has a personal interest in the success of the student desiring a college education. There is much that the student must do for himself in getting acquainted with the academic, social, and religious life of the College by perusing this bulletin and the *SMC Student Handbook*. Instruction and counsel is given which will help the student better understand the college program and what is expected of him as a citizen of the college community.

Orientation for new students is held prior to the opening week of the fall term. It includes examinations and instruction helpful in course planning. The student is introduced to the facilities, purposes, and functions of the college. Social occasions are also provided when students may meet faculty members and fellow students. All new and transfer students are required to attend the orientation program.

STUDENT EMPLOYMENT SERVICE

The College operates a variety of auxiliary and vocational services and enterprises where students may obtain part-time employment to defray a portion of their school expenses. Opportunities to engage in productive and useful labor can help to develop character traits of industry, dependability, initiative and thrift. Students may also take advantage of these employment opportunities to acquire vocational skills by contacting The Director of Student Finance.

STUDENT LIFE AND SERVICES

Students who accept employment assignments are expected to meet all work appointments with punctuality. To be absent from work appointments without cause or previous arrangement, or notification of illness is sufficient reason for disciplinary action or discharge. Students accepting employment by the College are required to maintain their work schedule during the entire semester including examination week.

Residence hall students may not secure off-campus employment without permission of the Dean of Students.

SENIOR PLACEMENT SERVICE

One of the personnel services of the College is that of assisting graduates in securing appointments for service. The Placement Service distributes information concerning each senior student to a wide list of prospective employers. The Dean of Students serves as the liaison officer in bringing graduate and employer together.

STUDENT ASSOCIATION

Every student at SMC who is taking 8 or more semester hours of classwork is a member of the Student Association, with voting privileges in the election of officers. Opportunities for leadership development and for cooperation in achieving the objectives of SMC are afforded by the Association. The Association assists the College administration and faculty in the implementation of policies and assumes responsibility in giving direction to campus activities entrusted to it.

The Association's activities are coordinated and communicated through the Student Senate and Cabinet and their several committees. The activities include the publishing of the weekly newspaper, *Southern Accent*; the yearbook, *Southern Memories*; the announcement sheet, *Campus Accent*; and the student-faculty directory.

The activities and responsibilities of officers and the detailed organization of the Student Association are outlined in the *Student Association Constitution and By-laws*.

CAMPUS ORGANIZATIONS

Aside from the Student Association and its committees, more than thirty campus organizations provide opportunity for leadership training. They may be classified under four divisions: church-related organizations, social clubs, professional clubs, and special interest or hobby clubs.

The church-related organizations are the Missionary Volunteer Society, Ministerial Seminar, American Temperance Society, and the Colporteur Club.

The professional clubs are organized by the instructional departments of the College under the sponsorship of department heads.

The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.

CONCERT-LECTURE SERIES

Each year students have the privilege of attending a concert-lecture series featuring distinguished artists, lecturers, and film travelogues. These programs are generally scheduled for Saturday or Sunday nights. The cost of season tickets issued to students at the beginning of each year is included in the tuition.

FINE ARTS SERIES

To cultivate an appreciation for that which is elevating and beautiful in the fine arts, evening concerts by visiting musicians are sponsored by the Fine Arts Department. (Season tickets are provided without charge to all students.) Art exhibits by prominent artists are displayed in the McKee Library and are opened to the public.

STANDARD OF CONDUCT

In harmony with the objectives of the College, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity delight in standards that elevate and ennoble. Admission to SMC is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the College and who willingly subscribe to the social program as ordered are welcomed.

A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge. The use of tobacco or alcoholic beverages, theatre attendance, card playing, dancing, profane or vulgar language, hazing, and improper associations are not tolerated.

Each student is expected to acquaint himself with the standard of conduct published in the *SMC Student Handbook*. A copy may be obtained from the Dean of Student Affairs. Interim announcements of policies adopted by the faculty are of equal force with those listed in official publications.

CHAPEL AND WORSHIP SERVICES

In private parochial education it has been well known that elimination of residence halls convocation and all school convocations is the first step toward the separation of the school from its sponsoring church. Convocation exercises in the residence halls and for the combination student

STUDENT LIFE AND SERVICES

body serve educational and religious purposes. They also provide an element of unity which is one of the most desirable features of private education such as found at Southern Missionary College.

The religious emphasis weeks and the weekend church services assist the spiritual growth of the students comprising the college community. Students are expected to attend these services regularly. Failure to do so will jeopardize the student's current status and readmission privileges.

MARRIAGES

Student marriages are not permitted while a school semester or session is in progress.

ADMISSION TO SMC

SMC welcomes applications from young people regardless of race, color, or national origin whose principles and interests are in harmony with the ideals and traditions of the college as expressed in its objectives and policies. To qualify, applicants must give evidence of Christian character, intelligence, health, and a will to pursue the program outlined in this bulletin and the *SMC Student Handbook*. Although religious affiliation is not a requirement for admission, all students are expected to live by the policies and standards of the college as a church-related institution. Only those who by their conduct and attitudes respect the total program may have the privilege of student citizenship on the SMC campus.

PREPARATION FOR FRESHMAN STANDING

Applicants for admission as freshmen must submit evidence according to one of the following patterns:

A. Regular students:

1. Graduation from an approved secondary school with at least 2.00 GPA on major subjects, and a minimum of 15 standard score in English and composite on ACT.

B. Students without graduation from secondary school:

1. At least 18 units, including 12 Carnegie units.
2. At least 3.00 GPA.
3. A minimum of 20 standard score in English and composite on ACT.
4. Must have recommendation of secondary school staff.
5. Must be socially mature.

C. Students over 21 but without secondary school diploma:

1. G.E.D. with an average standard score of 50 and no single test less than 45. Must have at least 8 units of secondary school work.

D. Students under 21 who transfer from a college which accepted them on a G.E.D.:

1. The student must have at least 15 semester hours of acceptable grades at the other university.

Applicants not meeting the requirements for regular admission will be given individual consideration.

While the College does not recommend specific subjects for admission, the following minimum preparation, with quality performance in evidence, is required:

- ▶ Four units of English, excluding courses in Journalism and Speech.

ADMISSION TO SMC

- ▶ Two or more units of mathematics including algebra—algebra and geometry preferred. For those wishing to pursue any curriculum in science or science-related fields, the second unit must be either algebra II or geometry.
- ▶ Two units of science—laboratory experience required in at least one unit. Students planning to enter the Associate in Science Program in Nursing must have taken high school chemistry. Students planning to take any paramedical or science curriculum must include either physics or chemistry.
- ▶ Two units of social studies.

Two units of one foreign language, and a course in typing are strongly recommended. Students admitted with less than three units of religion and two units of one foreign language will be required to complete additional courses in these areas beyond the general education requirements for the baccalaureate degrees. An exception to the policy involving foreign language study may be noted in certain curricula leading to the Bachelor of Science and Bachelor of Music degrees.

Other deficiencies revealed by transcript and entrance examinations will be given individual attention. Make-up work involving remedial non-credit courses and college level courses intended to satisfy secondary unit deficiencies may be assigned as part of the academic program during the freshman year.

ADMISSION OF TRANSFER STUDENTS

Students wishing to transfer to SMC from another accredited college or university must follow the same application procedure as other students. Transfer credits may be applied toward the requirements for a degree when the student has satisfactorily completed a minimum of twelve semester hours in residence. A maximum of seventy-two semester hours may be accepted from a junior college. Background deficiencies revealed by transcripts and entrance examinations will be given individual attention. Students transferring from non-accredited institutions of higher education are given conditional status until the level of their academic performance in residence warrants promotion to regular status. Grades of less than "C" from such institutions will not be accepted toward meeting graduation requirements. A student who has been dismissed from another institution because of poor scholarship or citizenship, or who is on probation from that institution, is not generally eligible for admission until he can qualify for readmission to the institution from which he has been dismissed.

TRANSFER FROM PROFESSIONAL SCHOOLS AND DIPLOMA SCHOOL OF NURSING

Students transferring from professional schools and diploma schools of nursing may receive up to 60 hours of college credit or waiver by validation examinations covering previous courses equivalent to certain requirements including electives as approved by the Academic Dean

in counsel with the departmental chairman. A student must achieve at least a "C" on a validation examination. Validation tests may not be repeated. The following rules of procedure apply:

1. Application in writing to the departmental chairman of the major field.
2. Payment to the accounting office in advance of a special examination fee of \$25 for each separate validation examination for credit, or \$5 for a validation examination for waiver. If a student registers to audit a course satisfactorily taken previously to prepare for a validation test, no special validation fee will be charged if the test is the usual end of course examination.

ADMISSION BY EXAMINATION

Students who are 21 years of age or older and who are unable to provide evidence of having completed the requirements for secondary school graduation are encouraged to seek admission if personal qualifications for success in college are in evidence. The results of college entrance examinations as advised by the College and the educational background of the applicant will be considered necessary criteria for admission.

ADMISSION OF SPECIAL STUDENTS

Mature individuals who do not meet the above college admission requirements and who do not wish to become degree candidates, or otherwise-qualified students who may desire limited credit for transfer to another institution of higher learning, may register as special students.

APPLICATION PROCEDURE FOR ADMISSION

- ▶ Request application forms from the Office of Admissions and Records.
- ▶ Return the completed application budget sheet and medical form to the Office of Admissions and Records with the application fee of \$5. This fee is \$5 if the application is received at least six weeks before the beginning of the semester. After that the fee will be \$10.
- ▶ It is the student's responsibility to request his former school to forward his transcript to the Office of Admissions in support of his application. This will become the property of the college. **NO TRANSCRIPT WILL BE ACCEPTED DIRECTLY FROM AN APPLICANT.**
- ▶ To permit a more effective program of counseling for admission, applicants must submit scores from the American College Testing Program (ACT). Test scores are valuable in deter-

ADMISSION TO SMC

mining ability to pursue a college program, and in discovering areas in which the student may be deficient.

- ▶ Upon receipt of the application, transcripts of credits, recommendations and test scores, the Admissions Committee will notify the applicant of the action taken.

WHEN TO APPLY OR REAPPLY

New students are urged to submit applications not later than the last term of the senior year of high school. Applications submitted at the beginning of the senior year will sometimes enable the College to suggest ways of strengthening the student's preparation. Because of the difficulty sometimes encountered during the summer months in obtaining necessary transcripts, test scores, and recommendations, more time will be necessary for processing late applications.

Students in residence may submit re-applications without charge until April 30. Thereafter the regular application fee of \$5 will be required until July 31, after which the fee becomes \$10.

PROGRAMS OF STUDY DEGREES AND CURRICULA

As a Christian liberal arts college, SMC intends that God be placed at the center of all learning experience. Through classroom instruction, the spiritual emphasis on college life, and the organized social program for the student, an effort is made to assist students in arriving at a realistic and a satisfying perspective of the universe.

A Christian liberal education at SMC is primarily concerned with character and intelligence, neither of which it can create. It attempts to provide the atmosphere and conditions under which both can be discovered and nurtured to maturity. In essence, it seeks to:

- ▶ Engender a considered sense of judgment and values involving commitments to moral positions based on Christian philosophy, religion and experience.
- ▶ Liberate the individual human mind as essential to the discovery and acquisition of truth.
- ▶ Reveal that education is both discipline and delight, and that meaningful, lasting benefits flow from men and women who have become involved in the pleasures of learning.
- ▶ Provide knowledge of classified facts pertaining to man's relationship to his physical and social universe.
- ▶ Develop basic abilities and skills that are widely transferable and needed in nearly all of man's pursuits. To understand people, to be able to organize and communicate effectively, and to possess a will to follow through with the assigned task at hand are all essential tools for successful living.

PLANNING A COURSE OF STUDY

When planning for college, the student should consider in detail the course of study desired as a preparation for a specific profession or occupation. It is not always necessary to have made firm decisions about the choice of one's life work before entering college. Some students prefer to take a general program of education during the freshman year while exploring several fields of knowledge. This approach need not result in loss of credits if carefully planned.

Students planning to teach should consult the Department of Education so as to include courses in teacher education as a part of their program of study in order to qualify for denominational and state certification.

The programs of study and the over-all graduation requirements outlined in this bulletin should be seriously considered by students in advance of registration. After careful study of the desired program the student should then consult his faculty adviser. If convenient, freshman students may wish to consult faculty advisers during the summer months prior to the beginning of the fall term.

The College offers programs of study leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Music Degrees. Although SMC is essentially a liberal arts college, pre-professional and terminal curricula are offered for students planning to enter professional schools

PROGRAMS OF STUDY

and for those who, because of limited resources and qualifications, may wish to pursue a two-year terminal program of a technical nature. These curricula are described following the degree programs.

GENERAL DEGREE REQUIREMENTS

The general degree requirements for a baccalaureate degree are:

- ▶ Satisfactory make-up of deficiencies revealed by high school transcript and entrance examinations.
- ▶ A minimum of 128 semester hours including 40 hours of upper biennium credits, with a resident and cumulative grade point average of 2.00 (C) or above.
- ▶ Completion of a major and minor (two majors accepted), with a cumulative grade point average of 2.25 in the majors, the general education requirements, and electives to satisfy the total credit requirements for graduation. Courses completed with grades lower than a "C" may not be applied on a major or minor. No course may fulfill both major and minor requirements of the same student.
- ▶ Thirty semester hours of credit must be completed in residence immediately preceding conferment of the degree. Sixteen of the thirty hours must be in the upper biennium with at least eight hours in the major and three in the minor.
- ▶ Completion of the Undergraduate Record Examinations Area, Field and Aptitude tests.

GENERAL EDUCATION REQUIREMENTS

The well-educated individual must possess an understanding of the broad outlines of human knowledge as well as of his chosen field of specialization. It is the purpose of general education to provide the student with a capability for critical thinking and a knowledge of his cultural heritage. Thus all degree candidates are required to select certain general education courses as a part of the total educational program. It is expected that every student will take courses in Religion and English during the freshman year. While it is not expected that students complete all the general education requirements during the freshman and sophomore years, a total of 45 hours with a grade point average of at least 2.00 must be completed before registering for upper biennium courses, with six hours in each of the following areas: college composition, science and mathematics, social science, religion, and two hours of physical education. All bachelor of science programs have the same general education requirements as the bachelor of arts program with the exception of the modern language. If a department requires intermediate language for a bachelor of science degree, this six-hour requirement may be substituted for three hours in social science and three hours in language arts excluding Freshman English.

Nursing students will take two hours of physical activity courses

and the remaining two hours of physical education will be waived because of the health related type of program they are pursuing. They must have the 128 hour total for graduation.

GENERAL EDUCATION REQUIREMENTS FOR THE B.A. DEGREE

Applied and Fine Arts (Both to be represented)	5 hours
Foreign Language	6-14 hours
Health, Physical Education and Recreation	4 hours
Humanities	4 hours
Language Arts	11 hours
Religion	12 hours
Science and Mathematics	12 hours
Social Science	12 hours

APPLIED AND FINE ARTS. Five hours

Both applied and fine arts must be represented in any combination the student desires. All classes in the Art and Music Departments for which students are eligible to register will fulfill the fine arts portion of this requirement.

The applied arts portion of this requirement may be satisfied by selecting courses from Accounting; Chemistry 144; Communications 16 and 62; Computer Science; Home Economics, with the exclusion of courses 2, 19, 61, 119, 131, 132, 161, 162, 191; Industrial Education; Library Science; Office Administration, with the exclusion of courses 72, 73, 141, 146, 174, and 181. No credit will be allowed for Typing 13 if one year of typing has been completed in high school. No credit will be allowed for Typing 14 if two years of credit have been obtained in high school.

FOREIGN LANGUAGE. Six hours

To broaden the student's knowledge of other peoples and cultures, courses in foreign language are required. Since a degree of competence in one language is expected, the student must complete one of the following courses:

- | | |
|------------------|------------------|
| a. Spanish 93:94 | c. French 93:94 |
| b. German 93:94 | d. Greek 101:102 |

Students entering college with inadequate preparation as determined by a standardized proficiency test for one of the above courses must first complete an elementary course in the chosen foreign language. No credit will be granted for elementary modern language if credit has already been received for it at the secondary level.

Any student whose native tongue is not English must meet the six-hour requirement by taking additional studies in English, speech and courses dealing with American culture.

PROGRAMS OF STUDY

HEALTH, PHYSICAL EDUCATION AND RECREATION. Four hours

Two hours of Activity Courses and P. E. 53, Health and Life, two hours.

HUMANITIES. Four hours

To provide for a better understanding and appreciation of the creative arts, a special humanities course of four hours is required of all students following their freshman year. This course is a study of art, music, and literature in historical perspective.

LANGUAGE ARTS. Eleven hours

To prepare the student more fully in the effective and accurate use of spoken and written English and to acquaint him with the beauty of selected literary masterpieces, the following courses in the Language Arts are required:

- a. English 1:2 6 hours
- b. Literature 3 hours
- c. Speech 2 hours

RELIGION. Twelve hours

Each student must take a minimum of 3 hours of Bible and Religion courses during each year in residence up to 12 hours. Transfer students from other than Seventh-day Adventist colleges will take three hours for each year in residence with a minimum of 6 hours for graduation. To become acquainted with the Biblical perspective of life and destiny the student is required to take at least two of the following three courses:

- a. Religion 10; 50; 105 6-9 hours
- b. Additional course(s) to be selected from the categories of Bible or Religion or Physics 126 3-6 hours

SCIENCE AND MATHEMATICS. Twelve hours

An understanding of the scientific method and the universe in which he lives is vitally important to the well-educated individual. This requirement must be met by selecting courses from at least two of the areas of Biology, Chemistry, Mathematics, and Physics. A minimum of six hours must include courses with a laboratory. Additional hours may be selected from appropriate courses in Mathematics, Biology, Chemistry, Physics, and Basic Electronics.

SOCIAL SCIENCE. Twelve hours

To acquaint him with the social and cultural aspects of man and his environment, the heritage of western civilization and current social concepts, the student is required to take the following courses:

- a. History 1, 2 or 53, 54 6 hours

- b. Additional courses selected from economics, geography, history, political science, psychology, sociology or anthropology 6 hours

Students who have not taken World History at the secondary level must include History 1, 2.

THE BACHELOR OF ARTS

Twelve majors for the Bachelor of Arts degree are offered:

Art	History
Biology	Mathematics
Chemistry	Music
Communications	Physics
English	Religion
German	Spanish

THE BACHELOR OF SCIENCE

Thirteen majors for the Bachelor of Science degree are offered. For general education requirements in variance with those previously outlined for the Bachelor of Arts degree, the student should consult the specific department of interest as listed in the section "Departments and Courses of Instruction."

The majors are:

Accounting	Foods and Nutrition	Medical Technology
Behavioral Sciences	Health, Phys. Ed. and	Nursing
Business Admin.	Recreation	Office Admin.
Chemistry	Home Economics	Physics
Elementary Education	Industrial Arts	

THE BACHELOR OF MUSIC

The Bachelor of Music degree is available to students planning to major in music with special emphasis in music education. The detailed requirements for this professional degree are outlined under the Department of Music in the section "Departments and Courses of Instruction."

MAJOR AND MINOR REQUIREMENTS

The College offers twenty-six majors and twenty-six minors for students wishing to qualify for a baccalaureate degree. Minors are offered in Broadcasting, Computer Science, Economics, French, Journalism, Psychology, and Speech, as well as in most major fields of study listed under the degree programs. Each major for a baccalaureate degree consists of thirty hours or more in the chosen field of specialization of which a minimum of fourteen must be upper biennium credit. The total of semester hours required for each major for the Bachelor of

PROGRAMS OF STUDY

Science and Bachelor of Music degrees varies with the field of specialization chosen.

All minors consist of eighteen semester hours. Six hours of a minor must be upper biennium credit.

The specific requirements for majors and minors are given under the respective departments in the section "Departments and Courses of Instruction." No class may fulfill both major and minor requirements.

PRE-PROFESSIONAL CURRICULA

SMC offers pre-professional and pre-technical programs in a wide variety of fields which may prepare students for admission to professional schools or to enter upon technical careers. Below are listed the pre-professional curricula most frequently chosen by students.

Dentistry	Medicine	Physical Therapy
Dental Hygiene	Occupational Therapy	Veterinary Medicine
Law	Optometry	X-Ray Technology
Medical Record Librarian	Osteopathy	

Pre-professional and technical admission requirements may vary from one professional school to another. The student is, therefore, advised to become acquainted with the admission requirements of the chosen school.

Detailed requirements for the pre-professional curricula are outlined in the section on "Pre-Professional Curricula."

TERMINAL CURRICULA

In addition to the degree programs and pre-professional curricula, the College offers four terminal curricula intended to meet the needs of students with limited resources and qualifications who wish to experience the benefits of one or two years on a college campus. The following terminal curricula qualify the student for an Associate in Arts or an Associate in Science diploma.

Industrial Education	Nursing
Medical Office Administration	Office Administration

Complete details of course requirements for the terminal curricula are outlined in the departmental descriptions in the bulletin section "Departments and Courses of Instruction."

ACADEMIC INFORMATION

REGISTRATION

Students are expected to register during the scheduled registration periods designated in the school calendar. The registration process is complete only after all procedures have been met and registration forms are returned to the Office of Records. Freshmen and transfer students are required to participate in the Orientation Week activities.

Late Registration. Permission to register late must be obtained from the Academic Dean. Students failing to register during the scheduled registration periods will be assessed a late registration fee of \$10.00 and \$2.00 for each additional day. The course load of a late registrant will be reduced by one to two semester hours of each expired week of instruction. No student should expect to register after two weeks of the semester have elapsed.

Changes in Registration. To avoid changes in registration the student should carefully consider the program of courses necessary to meet his objectives. To avoid subsequent adjustments, a balance must be maintained between the course load, work program, and extra-curricular activities.

If expedient, changes in the student's program may be made during the first week of instruction by the Director of Records with the approval of the course instructor. Subsequent changes must also have the approval of the Academic Dean. To effect a change in courses, the student must obtain the appropriate change of registration voucher at the Office of Records. After having the proposed change of program approved, the student must return the form to the Office of Records. Course changes and complete withdrawals from the school become effective on the date the voucher is filed at the Office of Records. A fee of \$5.00 will be assessed for each change in the course program following the first week of instruction.

A student may not change from one course section to another without the approval of the instructor and the Director of Records.

A student may withdraw from a class up to three weeks after the end of the mid-term and receive a grade of "W" automatically. A student withdrawing from a class after that up to the last class before final examinations will be assigned a grade of "WP" or "WF" by the teacher.

Auditing Courses. A student may register on an audit basis with the approval of the department in courses for which he is qualified. Class attendance is expected but examinations and reports may be omitted. With the approval of the instructor a student may change a course registration for audit to credit, or for credit to audit, during the first week of instruction only. No credit is given for courses audited, and the fee is the regular tuition charge.

ACADEMIC INFORMATION

COURSE LOAD

The measure of a college course is expressed in semester hours. A semester hour usually consists of one fifty-minute class period per week for one semester. Thus, two semester hour classes are scheduled to convene twice a week and three semester hour classes three times a week. A laboratory period of two or three hours is equal to one class period. Exceptions may be made only by action of the Academic Policies Committee.

To qualify for a baccalaureate degree in four years, a student must take an average load of sixteen hours per semester. The summer term may be used to advantage by students wishing to complete degree requirements in less than four years or by students having to take reduced programs of studies during the regular academic year.

Except by permission of the Academic Dean, a resident student may not register for more than sixteen or less than eight semester hours. By permission, students of superior scholastic ability may register for a maximum of eighteen hours. Freshmen may not exceed seventeen hours. A student is expected to pursue a program of studies equal to his ability.

Study-Work Program. It is exceedingly important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with his adviser or major professor in planning the proper balance of study and work. In determining an acceptable study-work program, the student's intellectual capacity and previous scholastic record are considered. Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	Maximum Work Load
16 hours	16 hours
14 hours	20 hours
12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

Students of average scholastic ability are advised to plan a study-work program involving less than the maximum hours of labor permitted. Freshmen in particular need more time for orientation and adjustment to the college academic program.

GRADING SYSTEM

Mid-semester and semester grade reports are issued to the student and his parent or guardian. Only semester grades are recorded

on the student's permanent record at the College. The following system of grading and grade point values is used:

A	Superior	4 grade points per hour
B	Above average	3 grade points per hour
C	Average	2 grade points per hour
D	Below average	1 grade points per hour
F	Failure	0 grade points per hour
S	Satisfactory	
I	Incomplete	
W	Withdrawal	
WP	Withdrew passing	
WF	Withdrew failing	0 grade points per hour
AU	Audit	
NC	Non-credit	

The grade "S" may be given in group organizations and problem courses but may not be used as a final grade. A student may receive an "Incomplete" because of illness or other unavoidable delay. An incomplete grade must be removed by the end of the first six weeks of the following semester. A student who believes he is eligible for an incomplete must secure from the Office of Admissions and Records the proper form on which he may file application with the Academic Dean to receive an incomplete.

A course in which the student received a grade of "D" or "F" may be repeated before he takes a more advanced course in the same field.

The grade point average may be calculated by dividing the total number of grade points earned by the course load.

ACADEMIC PROBATION

When for any reason a student's scholarship falls below a "C" (2.00) average, he may be required to adjust his program.

A student is automatically placed on academic probation or academically dismissed when his cumulative grade point average fails to reach the following accumulated levels:

<i>Semester Hours Attempted</i>	<i>G. P. A. Dismissal Level</i>	<i>G. P. A. Probation Level</i>
1-23		1.60
24-48	1.50	1.75
49-64	1.65	1.90
65-80	1.75	2.00
81-95	1.85	2.00
95-up	1.95	2.00

Beginning freshmen will be allowed to attempt 23 semester hours over a period of two semesters before being subject to dismissal. Candidates for the Associate of Science degree must have a grade point average of at least 1.95 before being accepted for their final year.

ACADEMIC INFORMATION

A student academically dismissed may not be readmitted until two sessions have elapsed. Eligibility for readmission shall include successful college-level work taken in another institution or other evidence of maturity and motivation.

Transfer students should have a grade point average of at least 2.00 in order to be eligible for admission to Southern Missionary College.

Any person coming to the senior year with a grade point average of less than 2.25 in the major will be placed on academic probation.

Students with less than a 2.00 cumulative grade point average may not hold office in any student organization and may not participate in any non-academic organization which performs publicly on or off campus. In addition, to hold any elected office in a student organization a student must also have a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester.

CLASS AND CHAPEL ATTENDANCE

Class Attendance. Attendance at class and laboratory appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.

1. Absences: Absences are counted from the first scheduled meeting of the classes and are considered as either an excused or an unexcused absence. Excused absences are recognized as absences incurred because of illness, authorized school trips, or emergencies beyond the student's control.

To have an absence recorded as an excused absence the student must, upon returning to class, show the instructor an absence excuse blank signed by the proper authority as listed below. He must do so within the first two class periods after he returns to class.

- a. Illness: Dormitory students excused by health service. Non-dormitory students by college or family physician or dean of students. Students will not be excused from classes for reasons of illness unless they have been in touch with the health service prior to missing the classes.
- b. Authorized school trips: The sponsor of the group should send a list of those who attended any such trip to the academic dean the day following the trip. He will make this list available to all teachers within 24 hours. If a certain person's name is not on the list, the instructor may record the absence as unexcused.
- c. All other excusable absences should be cleared through the academic dean.

If the number of unexcused absences in any class exceeds the number of hours credit in the class, it will be cause upon the recommendation of the instructor, with the approval of the academic dean, for dismissal from the class. A grade of W or

WF will be recorded. An instructor may consider 4 tardinesses as one absence.

2. **Make-up work:** A student may expect to make up class work only if the absence is excused. All make-up work involving examinations and other class assignments must be completed within one week after the student returns to class unless an extension of time is arranged with the instructor. A teacher may have the option, if it is agreeable with the individual student, to give an average grade on a make-up quiz or use it as one of the quizzes to be thrown out if that practice is followed. However, if the student prefers to be given a make-up quiz, it is his prerogative and the instructor shall be obliged to do so.

Chapel Attendance. The chapel service is provided for the spiritual and cultural benefit of the college family, to promote the interests of SMC, and to develop and conserve a spirit of campus unity. In essence the chapel attendance policy is the same as for class attendance in that no absences are permitted except for illness, authorized school trips, or emergency. Excuses must be presented at the Dean of Students office within 48 hours after the absence. It is the responsibility of each student to keep check of his chapel absences. Upon receiving the fourth unexcused absence, the student will receive a letter of advice, and upon receiving the fifth, a letter of warning. Additional unexcused absences will result in suspension from all classes pending review by the Student Government Committee. Continued absences may disqualify the student as a citizen on this campus.

A satisfactory chapel attendance record is required for readmission to SMC.

SPECIAL EXAMINATIONS

Upon recommendation of the instructor and the approval of the Academic Policies Committee, a student may obtain a waiver of curricular requirements by successfully completing comprehensive examinations—written, oral, manipulative or otherwise, as determined by the instructor. Any request for waiver examinations is to be made at the regular registration period and the examination must be taken at a date within three weeks of the request being granted. A fee of \$5.00 is assessed. See page 15 for policy relating to transfer of credit from professional schools.

COLLEGE CREDIT BY EXAMINATION

In recognition of special needs, college credit by examination is permitted. The following rules of procedure apply:

- ▶ Application in writing to the Academic Dean with the approval of the major professor and department chairman at least four weeks in advance of the proposed examination date.

ACADEMIC INFORMATION

- ▶ Payment to the accounting office of a special examination fee of \$25.00.
- ▶ Sitting for the comprehensive examinations, written, oral, manipulative or otherwise as determined by the instructor in collaboration with the department chairman. The examination must be taken during the semester in which approval is granted. Examinations for credit or for waiver may be taken only once.
- ▶ A grade of "B" must be achieved by the student to have course credits recorded as college credit.
- ▶ Any request for credit examinations is to be made at the regular registration period and the examination must be taken at a date within three weeks of the request being granted.

CORRESPONDENCE AND EXTENSION COURSES

A maximum of twelve semester hours of correspondence or extension credit may apply toward a baccalaureate degree program and eight hours toward a two-year terminal curriculum.

The Home Study Institute of Washington, D.C., is the officially recognized correspondence school of Southern Missionary College. The college recommends the Home Study Institute for those students needing correspondence credit and accepts all such credits when the study program is approved by the academic dean prior to enrollment.

A student will be permitted to carry correspondence or extension work while in residence only if the required course is unobtainable at the College. Correspondence courses, whether taken while in residence or during the summer, must be approved in advance by the Academic Dean.

Correspondence work may not apply on the upper biennium requirements of the major or minor. A minimum grade of "B" must be earned to apply on the lower biennium requirements for a major. Correspondence credit with a "D" grade is unacceptable and a course in which the student earned a grade of "D" or "F" while in residence may not be repeated by correspondence. No correspondence credit will be entered on the student's record until he has earned a minimum of twelve hours in residence with an average of at least "C". To apply toward the requirements of a baccalaureate degree, correspondence work must be completed two sessions prior to graduation. A session is defined as a complete ten week summer session or a semester. This means that any student wishing to graduate in May will not be allowed to place any correspondence work on his transcript after his registration in the fall. If a student graduates at the August commencement, he will not be allowed to place correspondence work on his transcript after registration of the spring semester preceding the summer in which he graduates. A senior may take correspondence work during his senior year but this correspondence work will not apply toward graduation.

HONORS

The following honors program has been devised in recognition of quality scholarship and a commitment to learning.

Dean's List. Students who carry a minimum of twelve semester hours and attain a grade point average of 3.50 or above for two consecutive semesters in residence are listed on the official Dean's List. At the discretion of the instructor, students on the Dean's List may be given the opportunity to pursue planned programs of independent study in certain upper biennium courses designated by the instructor.

Honorable Mention. Students who achieve a grade point average of 3.00 or above for a single semester with a minimum course load of twelve hours are given honorable mention.

CLASS STANDING

Freshmen	0-23 semester hours
Sophomores	24-55 semester hours
Juniors	56-95 semester hours
*Seniors	96- semester hours

The class standing for which a student qualifies generally continues through the entire school year. Eligibility for office requires an acceptable scholastic and citizenship record.

*A student may not be classified as a senior until he has filed a formal request with the Office of Records for spring or summer graduation candidacy. All candidates for graduation must join the senior class organization and meet the non-academic requirements voted by the class membership.

GRADUATION WITH HONORS

Upon the recommendation of the Academic Policies Committee and the approval of the faculty, a degree candidate in good and regular standing, having attained an overall grade point average of 3.50 or higher, may have the degree conferred *cum laude*.

GRADUATION IN ABSENTIA

It is expected that degree graduates participate in the commencement services unless granted written permission by the President of the College to be graduated *in absentia*. Written application for exemption should be made early in the second semester of the senior year. Permission will be granted only in instances of obvious necessity. A fee of ten dollars is assessed for graduating *in absentia*.

RESPONSIBILITY OF THE STUDENT

The responsibility for satisfying degree requirements rests with the student. Each student is expected to acquaint himself with the

ACADEMIC INFORMATION

various requirements published in the bulletin and to plan his course of study accordingly. The student may choose to meet the requirements of any one bulletin in effect during the period of residency preceding the senior year. If he discontinues for a period of twelve months or more, he must qualify according to a single bulletin in force subsequent to his return.

A student may become a degree candidate when he enters upon the school term during which it will be possible to complete all requirements for graduation. Formal application for graduation must be made at the Office of Records during the second semester of the junior year. Students transferring to SMC for the senior year must file a request at the time of registration. All resident candidates must be members of the senior class.

TRANSCRIPTS

Copies of a student's academic record may be obtained by the student upon request to the Office of Records. The first copy of the transcript is issued without charge. Thereafter, a charge of \$1.00 is assessed for each additional copy.

SEQUENCE OF COURSES

A student may not receive credit for a course which is a prerequisite for a subsequent advanced course for which he has already received credit.

DEPARTMENTS AND COURSES OF INSTRUCTION

COURSE NUMBERS

Courses numbered 1 to 49 are lower biennium courses taken mainly by freshmen, and 50 to 99 mainly by sophomores; those numbered 100 to 149 are upper biennium courses open primarily to juniors; and 150 to 199 are open primarily to seniors.

Course numbers that stand alone (e.g., 56) represent courses of one semester which are units in and of themselves.

Course numbers separated by a comma (e.g., 41, 42) represent units in and of themselves either one of which may be counted for graduation without reference to sequence.

Course numbers separated by a colon (e.g., 11:12) are year courses in which credit for the first course is a prerequisite to the second; however, credit may be given for the first semester when taken alone.

Course numbers followed by a letter (e.g., 165r., 166r) may be repeated for credit, because of difference in subject matter.

ALTERNATING COURSES

Throughout the following section, courses which are not offered during the school year 1972-73 will be starred to the left of the course number (e.g., *57, 58). This arrangement of offering courses in alternate years (generally on the upper biennium level) makes possible the enrichment of curricula without a proportional increase of instructional expense.

ART

Eleanor Jackson, Robert Garren

Major: Thirty hours including: 1, 2, 9, 10, 143, 144, 191. Cognate requirement: Photography in Communications 62.

Minor: Eighteen hours including courses 1, 2, 9, 10, 143.

1, 2r. BEGINNING DRAWING

4 hours

An introductory course in drawing, composition and design. Emphasis on the basic art elements and their functions in composition using various media.

9, 10r. DESIGN I, II

6 hours

Two dimensional projects considered using line, shape, color, texture. Projects in preparing poster, advertising brochures, lettering and magazine layout.

48r. CRAFTS

2 hours

Problems in crafts using a variety of materials and techniques.

ART

51, 52r. PAINTING I, II

6 hours

Prerequisite: Art 1, 2.

An introductory course in painting. A variety of media is applied. Subject matter includes still life, landscape and abstraction developed in a realistic or stylized style.

55, 56r. CERAMICS I, II

6 hours

Fundamentals of the preparation and use of clay. Methods of fabrication from hand building to wheel-thrown wares, chemistry and application of glazes and stacking and firing of kilns.

61, 62r. SCULPTURE I, II

4 hours

Introduction to the problems of form in sculpture and three dimensional design using various media such as: clay, plaster, wood and metal casting.

123, 124r. DRAWING III, IV

6 hours

Prerequisite: Art 1, 2.

A course designed to give a wider range of techniques and media involved in still life, landscape and clothed figure drawing.

125, 126r. DESIGN III, IV

6 hours

Prerequisite: Art 9, 10r.

Contemporary trends: pencil, color washes, mockups, furniture and appliance styling, interior and exterior design for buildings. Problems in Printmaking will be developed.

145, 146r. PAINTING III, IV

6 hours

Prerequisite: Art 51, 52r.

Continuation of Painting I, II with emphasis on clothed figure, composition and portraiture. An opportunity to explore the relationship of abstractionism and realism in media of choice.

191. SENIOR PROJECT

1 hour

Major projects in area of interest for senior and preparation of permanent portfolio of college art work.

193. INTERNSHIP IN ART

3-4 hours

An internship program for advanced art majors selected by the department for actual experience on the job with a participating firm — supervised by the Art Department.

ART EDUCATION

Edu. 58. ART IN THE ELEMENTARY SCHOOL

3 hours

A study of the aims, philosophy and methods of teaching art on the various levels of the elementary school. Observation and participation in art activities with elementary students will be scheduled.

Edu. 167. SPECIAL METHODS OF TEACHING ART

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

ART HISTORY

143. HISTORY OF ART

3 hours

A study of the arts of western civilization from antiquity to the present with an emphasis on pivotal figures in art history.

144. CONTEMPORARY ART

3 hours

Nineteenth and twentieth century developments in European and American arts.

BEHAVIORAL SCIENCES

Kenneth Kennedy, Edward Lamb, LaVeta Payne

BACHELOR OF SCIENCE IN BEHAVIORAL SCIENCES

This major is intended for those with an interest in the behavioral sciences. Students wishing to enter the fields of social work, psychology, personnel and guidance work, sociology or anthropology should consider this curriculum. In most cases, to achieve a professional level in these fields the student must seriously consider further preparation at the graduate level.

Major: Forty hours including a core requirement Psychology 1, 54, 90; and Sociology 20. Cognate requirements: Biology 11, 12; Religion 157. History-Political Science 53, 54; 70 recommended.

Psychology Emphasis—This emphasis is intended for those who plan to take graduate or professional work. It is recommended for those who are interested in the behavioral sciences and plan to take professional training in one of the following areas: psychology, dentistry, medicine, law, guidance and counseling, occupational therapy and dean's work. Department requirements in addition to the core are: Psychology 112 and 190. It is recommended that those planning to pursue graduate work in psychology include mathematics through calculus, Mathematics 82, and French or German in their program. Those interested in becoming dormitory deans should certify in a teaching field and take Education 162.

Social Work Emphasis—This emphasis is intended for those who are planning to enter social work, dean's work, or occupational therapy. Department requirements in addition to the core requirements are: Psychology 80, 183; and Sociology 82, 156, 185. Cognate requirements, Business Administration 71. Those interested in becoming dormitory deans should certify in a teaching field and take Education 162.

All general education requirements apply to students pursuing this program except the foreign language requirement.

Minor: Eighteen hours selected from the courses identified as psychology, including six hours of upper biennium.

PSYCHOLOGY

1. GENERAL PSYCHOLOGY

3 hours

An introduction to the basic principles and concepts in psychology. The development of the mental processes including the principles of motivation, learning and perception are stressed. The course is designed to help the student understand and explain the behavior of others and thereby be better able to predict and control his own life and affect the lives of those about him.

53. MENTAL HYGIENE

2 hours

A study of the emotional, spiritual, and intellectual factors affecting mental health and contributing to a sound psychological adjustment. Emphasis is on an analysis of personality dynamics. The prevention of mental illness is considered and the attainment of emotional maturity is stressed.

BEHAVIORAL SCIENCES

54. PSYCHOLOGY OF PERSONALITY

2 hours

A systematic study of the development, dynamics, and structure of personality. Heredity, physio-chemical factors, and experience in the typical crucial situations of infancy, childhood and adolescence are considered. Methodology, theory and empirical research are studied in relation to personality development.

80. GUIDANCE AND COUNSELING

3 hours

A survey of the current aims of counseling and guidance in school and community. Basic principles, procedures, and policies of counseling and guidance are emphasized. Directive and non-directive methods are stressed.

90. DEVELOPMENTAL PSYCHOLOGY

2 hours

A basic course in growth and development from childhood through adolescence. Factors involving biological, psychological and sociological maturation are presented.

107. PSYCHOLOGICAL EVALUATION

3 hours

Systematic study of the principles underlying the construction and validation of the major varieties of tests and an introduction to the statistics of test interpretation. Emphasis is given to the utilization of test results in individual educational and therapeutic settings.

112. CHILD AND EDUCATIONAL PSYCHOLOGY

3 hours

This course deals with the physical, social, emotional and intellectual growth and development of children through adolescent. Special emphasis is given to the psychological factors which underlie and influence the learning process.

115. ADOLESCENT PSYCHOLOGY

3 hours

Prerequisite: Psychology 90 or 112 or permission of instructor.

A developmental study of the theories and issues concerning adolescence with special emphasis on the problems of puberty, self-actualization, socialization, peer culture, adjustments, and the expansion of values and social consciousness.

*155. PSYCHOLOGY OF EXCEPTIONAL CHILDREN

2 hours

The psychological problems of exceptional children. The etiology of exceptionality. Nature and degree of conditions which characterize the atypical child and a wide variety of disabling conditions and individual adjustment in relation to disability are considered.

*160. PHYSIOLOGICAL PSYCHOLOGY

3 hours

An examination of the physiological correlates of behavior. A study of the general nature of the response mechanism and the internal environment including the role of the sense organs, nervous system, muscles and glands in human behavior and personality development. This course is taught in alternate years.

170. SOCIAL PSYCHOLOGY

2 hours

A study of the interrelationships of individuals in social situations and the effects upon the behavior and attitudes of individuals and groups. Dynamics of groups, social roles communication and mass behavior are foci of consideration. This course is taught in alternate years.

183. ABNORMAL PSYCHOLOGY

3 hours

Prerequisite: Psychology 1 and permission of the instructor.

An examination of pathological behavior including the etiology symptoms and treatment of personality disturbances and mental disorders. The psychoneuroses, the functional and organic psychoses, character and behavior disorders and mental deficiency are explained. This course is taught in alternate years.

190. PROBLEMS IN PSYCHOLOGY**1-3 hours**

Individual investigation of a special problem under the direction of a staff member. Library, laboratory or field work will be required in meeting the requirements. Open to majors and minors only or by permission of the department chairman.

195. SEMINAR IN PSYCHOLOGY**3 hours**

Open to Psychology majors and minors only or with approval of department chairman.

A study of the main issues in Psychology, opportunities and problems in the area will be investigated. Research in current literature will be examined.

SOCIOLOGY**20. GENERAL SOCIOLOGY****3 hours**

A scientific approach to the analysis of the social world. Consideration is given to the dynamic nature of social structures and processes. Special emphasis is given to basic terms.

82. MARRIAGE AND THE FAMILY**2 hours**

A course in the ethics or human relationships including the place of the family in society, a Christian approach to the problem of marriage and family life and inter-relation of parents and children.

156. FIELD OF SOCIAL WORK**3 hours**

The historical background, methods, and functions of public and private programs in the field of social welfare.

185. SOCIAL WORK PRACTICUM**4 hours**

Prerequisites: Psychology 54, 90, 183; Sociology 20, 82, 156; and Business Administration 71 or permission of department chairman.

Limited to Behavioral Science majors. Two hours lecture, five hours in agency each week.

BIOLOGY

Huldrich H. Kuhlman, Edgar O. Grundset, Elbert E. Wescott,
James E. Zeigler

Major: Thirty hours including Biology 47, 48; 111, 145, 100 or 176; and 195. Up to three hours of Chemistry 172 may apply on a major. Cognate requirement: Chemistry 11:12. A minor in Chemistry is recommended. A course in General Physics is highly desirable.

Minor: Eighteen hours including Biology 47, 48 (or equivalent); 111 or 145; and 195. A course in Physiology is strongly recommended. A minimum of 6 hours must be in upper biennium.

9. PRINCIPLES OF BIOLOGY**3 hours**

This is a basic biology course designed to give the non-science student a modern treatment of the fundamental processes and principles of plant and animal life. Two lectures and one laboratory period each week.

11, 12. ANATOMY AND PHYSIOLOGY**6 hours**

A study of the fundamentals of human anatomy and physiology. Two lectures and one laboratory period each week.

BIOLOGY

15. NATURAL HISTORY

3 hours

For the student whose interest is not primarily in science, but who wishes to understand the realm of living things, especially as these relate to man and his society. Two lectures and one laboratory period each week.

22. MICROBIOLOGY

3 hours

A general study of bacteria, viruses, yeasts, molds, and pathogenic protozoa. Special consideration is given to the relationship of microorganisms to health and disease. Two lectures and one laboratory period each week.

47, 48. FOUNDATIONS OF BIOLOGY

8 hours

This is an introductory course in biology open to all college students. The course is designed to give the non-science student a modern treatment of the fundamental processes of plant and animal life as well as provide a satisfactory basis upon which a biology major may build. Three lectures and one laboratory period each week.

51, 52. GENERAL BOTANY

6 hours

To be taken only by students to fulfill last years requirements. Will not be offered after this year. Two lectures and one laboratory period each week.

96. HUMAN BIOLOGY

3 hours

The development, structure, and function related to everyday living. The course is designed to apply on the basic science requirement for non-science students. A student may not receive credit for both Biology 11, 12 and 96. Does not apply on a major. Three lectures each week.

99. ENVIRONMENTAL & CURRENT BIOLOGY

3 hours

A course dealing with the biological aspects and current problems of today's polluted and changing environment. Three lectures each week.

100. ANIMAL PHYSIOLOGY

3 hours

Prerequisites: Biology 12 or 48 or equivalent, and Chemistry 7:8 or equivalent.

A study of the principles of animal function with special attention to man. Two lectures and one laboratory period each week.

107. PARASITOLOGY

3 hours

Prerequisite: Biology 48 or consent of instructor.

A general survey of the more important parasites of man and domestic animals. Two lectures and one laboratory period each week. Taught in alternate years.

108. ORNITHOLOGY

3 hours

Prerequisite: Biology 9, 15, or 48 or consent of instructor.

A systematic study of bird life with special emphasis on external features. Taxonomy, nesting, and feeding habits, flight and migratory patterns. Two lectures and one laboratory period each week. An extended field trip, which applies toward laboratory credit, is planned on a voluntary basis during spring vacation.

*110. ENTOMOLOGY

3 hours

Prerequisite: Biology 9 or 15 or 48 or consent of instructor.

An introductory study of the fundamental aspects of insect biology. Two lectures and one laboratory period each week. Taught upon demand during summer session or first semester in alternate years.

111. GENETICS

3 hours

Prerequisite: Biology 9 or 15 or 48 or consent of instructor.

A study of heredity as related to man and domestic plants and animals. Two lectures and one laboratory period each week.

120. GENERAL ECOLOGY**3 hours**

Prerequisite: Biology 9 or 48 or consent of instructor.

A study of plants and animals in relation to their environment. Two lectures and one laboratory period each week. Taught in alternate years.

128. SYSTEMATIC BOTANY**3 hours**

Prerequisite: Biology 9 or 15 or consent of instructor.

A taxonomic study of the local flowering plants. Two lectures and one laboratory period each week.

141. ICHTHYLOGY*3 hours**

Prerequisite: Biology 47, 48 or consent of instructor.

A systematic study of the fishes found in the local area, with a survey of the fishes of other waters. Two lectures and one laboratory period each week. Taught in alternate years.

143. HERPETOLOGY**3 hours**

Prerequisite: Biology 47, 48 or consent of instructor.

A systematic study of amphibians and reptiles of the local area, with a survey of amphibians and reptiles of other areas. Two lectures and one laboratory period each week. Taught in alternate years.

145. GENERAL EMBRYOLOGY**3 hours**

Prerequisite: Biology 47, 48 or consent of instructor.

An introduction to the development of the vertebrate animal with emphasis on the development of the chick. Two lectures and one laboratory period each week.

146. COMPARATIVE ANATOMY**3 hours**

Prerequisite: Biology 47, 48 or consent of instructor.

A comparison of the anatomy of the various organ systems of vertebrates. The dogfish shark, mud puppy, cat, and/or fetal pig are used for laboratory study. Two lectures and one laboratory period each week. Taught in alternate years.

176. PLANT PHYSIOLOGY*3 hours**

Prerequisite: Biology 47, 48; Chemistry 11:12 or consent of instructor.

A study of the functions of plant organs. Topics covered include water relations, mineral nutrition, photosynthesis, transpiration, translocation, respiration and growth. Two lectures and one laboratory period each week. Taught in alternate years.

178. ANIMAL HISTOLOGY*3 hours**

Prerequisite: Biology 47, 48 or consent of instructor.

A descriptive study of normal tissues, including those of man. The microscopic identification and characteristics of stained section is emphasized in the laboratory. One lecture, two laboratory periods each week. Taught in alternate years.

192. SPECIAL TOPICS**1-3 hours**

Designed for the student who wishes to do private study or research; and for a group of students who wish a special course not listed in the regular offerings. Content and method of study must be arranged for prior to registration.

195. BIOLOGY SEMINAR**1 hour**

Open to Biology majors or minors only.

Reports are made on some specific problem in the field of Biology and on current literature in the field. To be taken in the senior year or with approval of department chairman.

Edu. 167. SPECIAL METHODS OF TEACHING BIOLOGY**2 hours**

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION

Wayne VandeVere, Cecil Rolfe, Jan Rushing

Major—Business Administration: Forty-five hours for the Bachelor of Science with a major in business administration including courses 31:32; 61:62; 71, 72; 129; 142; 144; 152; 155, 156, 197r. Cognate requirements: Office Administration 13 or equivalent, and Math 36 and 82.

Major—Accounting: Forty-five hours for the Bachelor of Science with a major in accounting including courses 31:32; 61:62; 71, 72; 102; 112; 152; 155, 156; 160; 171, 197r. Cognate requirements: Office Administration 76 or Computer Science 3 hours and Office Administration 13 or equivalent, and Math 36 and 82.

Students preparing for the C.P.A. examinations are advised to take course 191, 192—C.P.A. Review Problems.

General Education Requirements

The general education requirements for the above degree programs are the same as those listed for the Bachelor of Arts degree with the exception of foreign language study.

Bachelor of Science degrees in Business Administration and Accounting do not require a minor. However, a minor in Mathematics or Computer Science is highly recommended.

Minor—Business Administration: Eighteen hours including courses 31:32; 71, 72; and six hours of upper biennium from courses listed as accounting or general business.

Minor—Economics: Eighteen hours including courses 71, 72; 133; and 134 and six other hours from courses listed as economics. Economics 71, 72 may not apply on a major in Business Administration or Accounting if the student has an economics minor.

ACCOUNTING

31:32. PRINCIPLES OF ACCOUNTING

6 hours

A course in the fundamentals of accounting theory. A two-hour study lab will be required.

61:62. INTERMEDIATE ACCOUNTING

6 hours

Prerequisite: Accounting 31:32.

Accounting principles and theory. Preparation of statements. Intensive study and analysis of the classification and evaluation of balance sheet accounts.

102. COST ACCOUNTING

3 hours

Prerequisite: Accounting 61.

The general principles of job order and process cost accounting, including the control of burden. This course is taught in alternate years.

103. ADVANCED COST ACCOUNTING

3 hours

Prerequisite: Accounting 102.

A study of standard costing, direct costing, break-even analysis, estimated costs, distribution costs and specialized problems in cost determination. This course is taught in alternate years.

***112. ADVANCED ACCOUNTING**

3 hours

Prerequisite: Accounting 61:62.

Consideration of problems concerned with consolidated financial statements, partnerships, businesses in financial difficulty, estates and trusts. This course is taught in alternate years.

131. GOVERNMENTAL ACCOUNTING

3 hours

Prerequisite: Accounting 61:62.

A course designed to show and explain the accounting principles and procedures applicable to both state and local governments, including counties, townships, cities and villages, school districts, and certain institutions such as hospitals, colleges and universities. This course is taught in alternate years.

***160. AUDITING**

3 hours

Prerequisite: Accounting 61:62.

Accepted standards and procedures applicable to auditing and related types of public accounting work. This course is taught in alternate years.

171. FEDERAL INCOME TAXES

3 hours

Prerequisite: Accounting 31:32.

This course of study is designed to provide a comprehensive explanation of the Federal Tax structure, and to provide training in the application of the tax principles to specific problems. The attention of the student is directed mainly to those taxes applicable to the Federal Government, which includes the Income Tax, Social Security, Estate and Gift Tax. Mention is made of state and local taxes applicable to the State of Tennessee.

191, 192. C.P.A. REVIEW PROBLEMS

6 hours

Prerequisite: By permission of instructor.

Includes a study of accounting theory as exemplified by the accounting research bulletins of the American Institute of Certified Public Accountants.

ECONOMICS

71, 72. PRINCIPLES OF ECONOMICS

6 hours

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, evaluation, exchange, and distribution of wealth in modern society.

***133. THE PRICE SYSTEM**

3 hours

A study of the behavior of business firms under fully and imperfectly competitive conditions. Pricing of products and productive resources. This course is taught in alternate years.

134. INCOME AND EMPLOYMENT THEORY

3 hours

An analysis of the forces that determine general level of prices, output and employment. This course is taught in alternate years.

139. MONEY AND BANKING

3 hours

Prerequisite: Economics 71, 72.

Mediums of exchange, money and credit, banks and their services, the Federal Reserve System, and other financial institutions are considered. This course is taught in alternate years.

BUSINESS ADMINISTRATION

*176. COMPARATIVE ECONOMIC SYSTEMS

3 hours

A study of the characteristics and functions of economic systems. Analysis of alternative patterns of economic control, planning and market structure. Consideration of their theories and philosophies. This course is taught in alternate years.

GENERAL BUSINESS

41. INTRODUCTION TO BUSINESS

3 hours

An introductory course to give familiarity with economic concepts, business practices, and business terminology.

129. MARKETING

3 hours

A study of the nature and functions of marketing. Includes marketing institutions, basic problems in the marketing of commodities and services, price policies, and competitive practices.

142. PRINCIPLES OF ORGANIZATION AND MANAGEMENT

3 hours

An analysis of business policies viewed from the standpoint of the functional characteristics of management processes and current ethics.

144. ADVANCED MANAGEMENT

3 hours

Prerequisite: Business 142.

This course of study is designed to give the student experience in decision-making and problem solving through the case method. The attention of the student is directed to defining, analyzing and proposing alternative solutions to business problems from management's viewpoint.

*147. PERSONNEL ADMINISTRATION

3 hours

An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are: selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership. This course is taught in alternate years.

152. BUSINESS FINANCE

3 hours

Prerequisite: Accounting 61:62.

A study of the fundamental principles of financial organization. Emphasis on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization.

153. SECURITY ANALYSIS

3 hours

Analysis of individual issues and the various classes of securities through the use of financial data. Derivation of investment values for individual securities, including intrinsic and market values, through application of analytical principles and techniques. This course is taught in alternate years.

155, 156. BUSINESS LAW

6 hours

The nature and social functions of law; social control through law; the law of commercial transactions and business organization.

158. BUSINESS AND GOVERNMENT

3 hours

A study of the ways in which business and economic life are shaped and directed by government. The legal framework within which business is conducted and the evolution of public policy toward business are examined.

175. BUSINESS ADMINISTRATION PROBLEMS

1-2 hours

Individual research work open only to business majors. Content to be arranged. Approval must be secured from department head prior to registration.

Edu. 167. SPECIAL METHODS OF TEACHING BUSINESS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

197r. SEMINAR IN BUSINESS ADMINISTRATION

2 hours

This course will include the Eugene Anderson Lecture Series in business. Top men in their field will present lectures in insurance, real estate, finance, retailing, production management, etc. Ten lectures and two testing sessions will be required. This course may be repeated for credit.

CHEMISTRY

John Christensen, M. D. Campbell, Mitchel Thiel

Major: Thirty hours including courses 11:12, 113:114, 117 (5 hours), and either 151 and 152, or 133, or 144 and 190. Mathematics 51:52 is a cognate requirement. Chemistry 144 may count toward the applied arts requirement. To complement the major in Chemistry, a minor in Biology, Mathematics or Physics is recommended. Mathematics 91 and Physics 51:52 and 61:62 are advised. German is recommended in fulfillment of the foreign language requirement. Basic Electronics 70 may fulfill the requirements for Glassblowing 144 but does not count on a Chemistry major.

Major: Forty hours for the Bachelor of Science with a major in Chemistry including courses 11:12, 113:114, 117 (5 hours), 121, 133, 144, 151, 152, 153, 154, 190*; and cognate requirements of Mathematics 51:52, 91; and Physics 51:52 and 61:62. To complement the major in Chemistry a minor should be chosen from Mathematics, Biology, Physics or Foods and Nutrition**. Elementary Modern Physics 101 may be applied toward a B.A. or B.S. degree in Chemistry. Basic Electronics 70 may fulfill the requirements for Glassblowing 144 but does not count on a Chemistry major. General Education requirements are as follows:

Applied and Fine Arts (Humanities may apply)	5 hours
Foreign Language—German 93:94	6 hours
College Composition	6 hours
Physical Education and Health	4 hours
Speech or Literature	2 hours
Religion including 3 of the following: 10, 50, 105	12 hours
Social Science, including a six-hour sequence	9 hours

This degree is intended to prepare the student for graduate work in Chemistry or for a professional career in Chemistry. Except by special

*Students planning to do graduate work in Biochemistry should elect 172 as part of the major and should also take Biology 22, 47 and 48.

**Students minoring in Foods and Nutrition should also elect 172 as part of the major.

CHEMISTRY

arrangement, German is to be chosen in fulfillment of the foreign language requirement.

Minor: Eighteen hours including course 113:114. Chemistry 117 is highly recommended.

The normal sequence of courses in a chemistry major are: First year, 11:12; second year, 113:114; third year, 117, 151, 152, 153, 154; fourth year, 190, 144 and electives.

5. INTRODUCTION TO CHEMISTRY

3 hours

An introduction to the elementary principles of chemistry and their applications to everyday life. Especial emphasis is given to chemical demonstrations with simple equipment. This course will not apply on any curriculum if Chemistry 7, 11:12 is taken. Two hours lecture, three hours laboratory each week.

7:8. SURVEY OF CHEMISTRY

6 hours

Prerequisites: High school algebra, and either high school Physics or Chemistry, or permission of instructor.

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Of special interest to students who need a survey course in chemistry. It will also fulfill the natural science requirement. It is a terminal course and may not be used as a prerequisite for advanced chemistry courses. Chemistry 7 will not apply on any curriculum if Chemistry 11:12 or 13:14 is taken. Two hours lecture, three hours laboratory each week. Students who fail to make a satisfactory grade may be asked to attend class an extra day per week.

11:12. GENERAL CHEMISTRY

8 hours

Prerequisite: High school algebra and either high school physics or chemistry. Mathematics 5, or a passing score on the mathematics placement examination covering Algebra II, must be taken concurrently with General Chemistry or preferably before. Any exception to the above requirement will require the instructor's permission.

An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. The second semester includes some work in qualitative analysis. Three hours lecture, three hours laboratory, and one hour quiz section each week. Students who maintain a required grade in the course will be excused from the quiz section after the first test.

*15. MINERALOGY

3 hours

Prerequisite: Any chemistry course, high school or college.

A study of the classes of rocks and minerals and their identification and utilization. Two hours of lecture. The third hour consists of field trips, laboratory work and some lectures. Does not apply on a major or minor in chemistry.

113:114. ORGANIC CHEMISTRY

8 hours

Prerequisite: Chemistry 11:12.

A study of the aliphatic and aromatic compounds of carbon and their reactions. The laboratory work includes typical syntheses of various compounds. Three hours lecture, three hours laboratory, each week.

117. QUANTITATIVE ANALYSIS

4 or 5 hours

Prerequisite: Chemistry 11:12.

This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity, and percentage composition of a variety of unknowns with the related theory and problems. Three hours lecture, three or six hours laboratory, each week.

121. ORGANIC QUALITATIVE ANALYSIS

2 or 3 hours

Prerequisite: Chemistry 113:114.

Application of solubility principles, classification reactions and the preparation of derivatives for the identification of both pure compounds and mixtures. Two hours of lecture for nine weeks, and three or six hours of laboratory each week. Offered on sufficient demand.

122. ADVANCED ORGANIC CHEMISTRY

2 hours

Prerequisite: Chemistry 113:114.

A study of advanced topics in organic chemistry such as hetrocyclic compounds, bonding theory, mechanisms, natural products, etc. Two hours lecture each week. Taught in odd years on sufficient demand.

123. ORGANIC PREPARATIONS

1 hour

Prerequisite: Chemistry 113:114.

A course in the preparation of representative organic compounds, either synthetically or by isolation from natural sources. One laboratory period each week. Taught in odd years on sufficient demand.

***133. INSTRUMENTAL ANALYSIS**

4 hours

Prerequisite: Chemistry 117, 151, 152.

A study of the theories, techniques and instruments involved in spectrometry, chromatography, electrochemistry and radiochemistry. Three class periods per week, one of which is a laboratory discussion period, and one five-hour laboratory period each week. Taught in even years on sufficient demand.

144. LABORATORY GLASS BLOWING

1 or 2 hours

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three or six hours laboratory each week. This course does not count on basic science requirements nor on the minor.

***151. PHYSICAL CHEMISTRY**

3 hours

Prerequisites: Chemistry 11:12, Physics 51:52, Mathematics 52.

A study of gases, kinetic theory, liquids, solids and thermodynamics. Three hours lecture each week.

***152. PHYSICAL CHEMISTRY**

3 hours

Prerequisite: Chemistry 151.

A study of electrochemistry and conductivity, reaction kinetics, molecular structure, nuclear chemistry, adsorption and colloids. Three hours lecture each week.

***153, 154. PHYSICAL CHEMISTRY LABORATORY**

2 hours

Prerequisites: Chemistry 117, also Chemistry 151, 152 must be taken concurrently or previously. Experiments chosen to illustrate material in Chemistry 151, 152. One laboratory period each week.

***162. ADVANCED INORGANIC CHEMISTRY**

2 hours

Prerequisite: Chemistry 117 or instructor's permission.

A study of selected topics such as quantum theory, wave mechanics, chemical bonding, periodic properties, coordination, stereochemistry, and nonaqueous solvents. Two hours lecture each week. Taught in even years on sufficient demand.

***163. INORGANIC PREPARATIONS**

1 hour

Prerequisite: Chemistry 117 or instructor's permission.

A variety of laboratory syntheses of inorganic compounds and complexes and their characterization, in some cases. One laboratory period each week. Taught in even years on sufficient demand.

COMMUNICATIONS

172. BIOCHEMISTRY

5 hours

Prerequisite: Chemistry 113:114 or 7:8 with no grade lower than a "C".

The materials, mechanisms, and end-products of the processes of life under normal and pathological conditions are studied. Four hours lecture, three hours laboratory, each week.

190. INTRODUCTION TO RESEARCH

1 to 2 hours

Prerequisite: 20 hours of Chemistry, or permission of the instructor.

Individual research under the direction of the members of the staff. Problems are assigned according to the experience and interest of the student. Prior to registration, two semesters before graduation, students are urged to contact all chemistry staff members with respect to choice of available problems. Should be taken not later than the first semester of the senior year.

Edu. 167. SPECIAL METHODS OF TEACHING CHEMISTRY

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

COMMUNICATIONS

Donald Dick, Curtis Carlson, William Garber, James C. Hannum,
Genevieve McCormick, William H. Taylor

Major: Thirty-two hours including (a) basic requirements of Broadcasting 16, 77; Communications 101, 102; Journalism 53, 54, 165; Speech 1, 64 and (b) 12 hours in Broadcasting, Journalism, or Speech emphasis:

Broadcasting Emphasis—Broadcasting 128 and 158, plus 6 hours elected within the overall departmental offerings, 3 of which must be in Broadcasting.

Journalism Emphasis—Journalism 62, 126, and 183 plus 5 hours elected within the overall departmental offerings, 3 of which must be in Journalism.

Speech Emphasis—Speech 63, 113, and 117 or 118, plus 4 hours elected within the overall departmental offerings.

Cognate requirements include: Industrial Education 25.

Recommended courses include: English 123, Psychology 170, History 51, Geography 41, Political Science 70, 162, Library Science 53 and Art 9.

Minor—Communications: Eighteen hours from within the departmental offerings including Speech 1, Journalism 53, Broadcasting 16, 77, Communications 101 and 102, with a minimum of six hours of upper biennium work from overall departmental offerings.

Minor—Broadcasting: Eighteen hours from within departmental offerings including Broadcasting 16, 77, 128, and Communications 101 with a minimum of six hours within the minor to be upper biennium in Broadcasting.

Minor—Journalism: Eighteen hours including Journalism 53:54,

165, Communications 102 with a minimum of six hours in the upper biennium in Journalism.

Minor—Speech: Eighteen hours including Speech 1, 63, 64, 113, Communications 101, with a minimum of six hours in the upper biennium in Speech.

RADIO STATION

Communications students at Southern Missionary College have opportunities for realistic learning experiences in connection with the college's educational radio station, WSMC-FM.

WSMC-FM is an 80,000 watt, stereo, non-commercial educational radio station, operated by the Communications Department and is one of the most powerful in the nation.

The studios of WSMC-FM are located in Lynn Wood Hall and are equipped with the latest electronic components. With three control rooms, studios, record library, and offices, the station is adequate for diversified radio programming and production.

The Collins 10-kilowatt transmitter and the 200-foot tower carrying the eight bay antenna system are located on White Oak Mountain some three miles south of the campus. The range of the station signal varies from a rough circle of one hundred miles to thrusts up to two hundred miles in directions particularly favorable to transmission.

Communications majors who include radio courses in their preparation are encouraged to participate in the many aspects of the total program of WSMC-FM.

COLLEGE PUBLICATIONS

The journalistic output of the Public Relations office of the college, the editing of the Associated Press teletype news service for WSMC-FM, and the Student Association publications—*Campus Accent*, *Southern Accent*, *Southern Memories*, and *Joker* all provide students with varied opportunities to put journalistic principles into practice.

INTERNSHIPS IN JOURNALISM, PUBLIC RELATIONS, AND BROADCASTING

A program of journalism and public relations internships for selected communications majors has been developed. This program (which has been approved by the General Conference of Seventh-day Adventists) calls for an internee to associate with a publishing house, a newspaper, an educational or medical institution, for an arranged period, working directly with the institution in its editing, publishing, or public relations activities. A scholarship is provided for the internee and a proportionate amount of academic credit is available under the supervision of the Communications Department of the college in Journalism 193.

A program of broadcasting internships is also available. This program calls for an internee to associate with a commercial or non-commercial broadcasting organization for an arranged period, working directly with the professional broadcasters in various phases of radio

COMMUNICATIONS

or TV station operation or production. A scholarship is provided for the internee and a proportionate amount of academic credit is available under the supervision of the Communications Department in Broadcasting 196.

BROADCASTING

16. AUDIO CONTROL TECHNIQUES

1 hour

Operation of microphones, tape recorders, mixers, patch panels, turntables, cartridge tape recorders, etc. Meets two hours each week during the first half of each semester.

36. RADIO-TV ANNOUNCING

2 hours

Prerequisite: Permission of instructor and prior completion or concurrent registration in Broadcasting 16.

Radio and television announcing, interview techniques, preparation and delivery of newscasts. One hour lecture and three hours laboratory each week. (Laboratory may be fulfilled by on-the-air performance for those qualified.)

39r. 139r. APPLIED BROADCASTING

1-2 hours

Prerequisite: Membership on WSMC-FM staff and permission of instructor.

WSMC-FM staff members who wish to broaden their job-related knowledge, skills, and experience may receive academic credit through guided reading, research, experimentation, training sessions, staff meetings, and projects. The course may be repeated up to 4 hours toward graduation.

77. SURVEY OF RADIO-TV

3 hours

Prerequisite: Prior completion or concurrent registration in Broadcasting 16.

A survey of the radio and television media and their roles in society, with training and practice in development, writing, and production of various types of radio programs. Two hours lecture, three hours laboratory each week.

128. TELEVISION PRODUCTION

3 hours

Prerequisite: Broadcasting 16 and 77 or permission of instructor.

Camera, switcher, special effects generator, and videotape recorder operation. Elementary TV lighting, scripting, production and direction. Study of TV graphics, picture composition, and storyboard preparation. Two hours lecture and three hours laboratory each week.

158. WRITING FOR RADIO/TV/FILM

3 hours

Prerequisites: Broadcasting 16 and 77.

Fundamentals of script preparation for commercial, public service, dramatic, documentary and other formats for broadcasting and film production. This course taught in alternate years.

167. FILM PRODUCTION I

2 hours

Prerequisite: Journalism 62 or permission of instructor.

Elements of film theory and production from first conceptualization through storyboard, script, film exposure, and editing. Emphasis on conceptualization, communication, and practical aspects. One hour lecture, three hours laboratory each week.

168. FILM PRODUCTION II

2 hours

Prerequisite: Broadcasting 167, 16, and 77 or permission of instructor.

Continuation of Broadcasting 167 with emphasis on sound film production and editing. One hour lecture, three hours laboratory per week.

*178. BROADCAST PROGRAMMING AND MANAGEMENT

3 hours

Prerequisites: Broadcasting 16 and 77 or permission of instructor.

Study of market analysis, broadcasting formats, steps in establishment of broadcast stations, and station management. This course taught in alternate years.

196. INTERNSHIP IN BROADCASTING

2-4 hours

A specialized internship program for selected upper division communications majors at a participating institution whereby the student obtains actual experience in communications media under the supervision of the Communications Department.

197. SPECIAL PROJECTS IN RADIO/TV/FILM

1-4 hours

(In the series of special projects courses, not more than 4 hours may apply on the communications major. Courses in this series may be repeated. Basic courses in the respective areas, and the written approval of head of department are prerequisites to the special projects series of courses.)

COMMUNICATIONS

101. INTRODUCTION TO COMMUNICATIONS THEORY

2 hours

Introducing the processes and effects of communication, this course gives attention to models of communication, to the psychology, sociology and semantics of the communications process.

102. SURVEY OF MASS COMMUNICATIONS

2 hours

A study of the communications process in professional journalism and in the mass communications industries of modern society, with special consideration of the Christian segment of society, both as consumers and dispensers of information.

195. COMMUNICATIONS SEMINAR

1 hour

Reports on various topics in communications are prepared and presented to a group of communications students and faculty members. Open to Communications majors and minors.

JOURNALISM**

53. NEWS REPORTING

3 hours

Prerequisite: English 1-2.

Practice in newswriting and general reporting of church, school and community affairs for the public press. Study is given to the duties of the reporter in newsgathering and to his relationship to editorial requirements. Offered each semester.

54. NEWS EDITING

2 hours

Prerequisite: Journalism 53.

Instruction is given in copyediting, headline writing, layout, and other editorial responsibilities through the various phases of newspaper production from copy to final print form. One lecture, three hours lab per week. Offered each semester.

62. PHOTOGRAPHY IN COMMUNICATIONS

3 hours

Introduction to photography. Experience in taking, developing, and printing pictures and preparing them for submission to editors. Two hours lecture, three hours laboratory each week.

**As a prerequisite to all Journalism courses except Journalism 62 it is necessary that the student have a competency in typewriting adequate to the demands of the course. The instructor in the course will indicate the level of these requirements. If a student has not had adequate typewriting instruction, he will be required to enroll in the Beginning Typewriting course in the Office Administration Department.

COMMUNICATIONS

126. ARTICLE WRITING

3 hours

Prerequisite: English 1-2.

Preparation and marketing of feature articles for newspapers and magazines; market analysis; writing for specialized markets.

157. EDITING AND PRODUCTION OF PUBLICATIONS

3 hours

Prerequisite: Industrial Education 25.

Editorial techniques and problems from the arrival of the manuscript in the editor's office until the publication reaches the reader. Relationships with authors, manuscript handling, payment, layout and illustrations; relationships with art, composing, proofreading, and press rooms; circulation and distribution problems as they affect the editor. This course is taught in alternate years.

158. WRITING FOR RADIO/TV/FILM

3 hours

Prerequisites: Broadcasting 16 and 77.

Fundamentals of script preparation for commercial, public service, dramatic, documentary and other formats for broadcasting and film production. This course is taught in alternate years.

165. PUBLIC RELATIONS

3 hours

Designed to give professional competence in the theory and practice of public relations, the course is a study of the plans and methods of disseminating news from business establishments and from institutions through all the media of communications.

166. PUBLIC RELATIONS CAMPAIGNS

3 hours

A study of successful public relations campaigns, analyzing plans, methods, and materials used. Emphasis is put on development programs for all types of institutions.

183. READINGS IN THE HISTORY OF JOURNALISM

1 hour

Readings selected by the student under the direction of the instructor from the history of journalism as well as current periodicals.

193. INTERNSHIP IN JOURNALISM/PUBLIC RELATIONS

2-4 hours

(See note under Broadcasting 196.)

194. SPECIAL PROJECTS IN JOURNALISM

1-4 hours

(See note under Broadcasting 197.)

SPEECH

1. INTRODUCTION TO PUBLIC SPEAKING

2 hours

Establishment of a basic approach to speech, an elementary survey of the area, and an opportunity to develop speaking ability in various speech situations.

63. VOICE AND DICTION

2 hours

An introductory study of the speech mechanism and the improvement of its functioning, with special attention to individual problems.

64. ORAL INTERPRETATION

2 hours

Theory and practice in the art of conveying to others the full meaning of selected readings in literature.

113. PERSUASION

3 hours

Prerequisites: Speech 1 and Communications 101, or permission of instructor.

A study and development of the art of discovering all the available means of persuasion in a variety of communication situations, both religious and secular.

***117. DISCUSSION AND LEADERSHIP**

3 hours

Prerequisites: Speech 1 and Communications 101, or permission of instructor.

Analysis of the role and types of discussion used in solving problems and gathering information, along with a study of the dimensions of leadership and the basic principles of parliamentary procedure. Emphasis given to the practical application of discussion and leadership skills essential for modern society and the church. This course taught in alternate years.

***118. ARGUMENTATION AND DEBATE**

3 hours

Prerequisites: Speech 1 and Communications 101, or permission of instructor.

Introduction to basic forms of logic and argument together with opportunity to apply the principles of argumentation in the debate situation. Emphasis on construction and delivery of clear, well-supported argument. This course taught in alternate years.

164. ADVANCED ORAL INTERPRETATION

2 hours

Prerequisite: Speech 64 or permission of instructor.

Analysis of the philosophy and the performance of special types of literature. Consideration of literary interpretation as a fine art. Planning the oral reading recital and program. This course is taught in alternate years.

191. SPECIAL PROJECTS IN SPEECH

1-4 hours

(See note under Broadcasting 197.)

COMPUTER SCIENCE

Robert McCurdy

Minor: Eighteen hours including 55, 75, 150; or permission of department head for alternate courses. Either 44 or 54 can apply but not both.

Students planning to do graduate work in computer science should consult with the department head as early as possible to facilitate meeting graduate school entrance requirements. Proper use of 191 will fulfill requirements. Mathematics through Calculus is essential. It is recommended that the student have a major in Accounting, Mathematics, or Physics.

44. INTRODUCTION TO PROGRAMMING

1 hour

Prerequisite: One year of high school algebra.

A general education course stressing a simple approach to the basic concepts of programming. Sample programs are studied. The student writes several programs.

45:46. NUMERICAL COMPUTATIONS LABORATORY

2 hours

Prerequisites: Computer Science 44. These courses should be taken concurrently with or following Mathematics 51 and 52.

An algorithmic and numeric approach to various topics in the calculus using the digital computer.

54. INTRODUCTION TO DATA PROCESSING

3 hours

A survey course in data processing. The student is introduced to data processing methods with emphasis on unit record terminology and equipment. (Key punch,

COMPUTER SCIENCE

interpreter, sorter, reproducing punch, collator, tabulator and accounting machines). Flow charting and computer language, programming, and mathematics are also studied.

55. FORTRAN COMPUTER PROGRAMMING

3 hours

Prerequisites: Two years of high school algebra, Computer Science 44 or 54 or the permission of the instructor.

A thorough study of Fortran programming, writing, and debugging techniques, designing a system, and disk and tape operations. The student writes numerous programs for both the commercial and scientific applications.

67r. COMPUTER SCIENCE TOPICS

1 hour

An introduction to machine architecture, organization, machine language, special purpose high level languages; and selected current literature, trends and advancements in computer science will be studied and discussed along with documentation and software library procedures. Team and/or individual term projects, related to the students' interest and level, will be assigned. Proposals, progress reports, and final reports, oral and/or written, will be required. This course provides opportunity for communication between all computer science students. May be repeated up to four hours.

70. INTRODUCTION TO COBOL PROGRAMMING

1 hour

Prerequisites: Computer Science 44 or 54 or the permission of the instructor. Accounting 31:32 recommended.

The rules of Cobol programming are studied. The student writes several programs.

75. SYMBOLIC ASSEMBLER LANGUAGE

3 hours

Prerequisites: Computer Science 44 or 54 or the permission of the instructor. Computer structure, machine language, instruction execution, addressing techniques, and digital representation of data. Computer systems organization, Symbolic coding and assembly systems and program segmentation and linkage. Systems and utility programs, programming techniques, and recent developments in computing. Several computer projects to illustrate basic machine structure and programming techniques.

140. DATA STRUCTURES

3 hours

Prerequisites: Computer Science 55 and 75; Mathematics 41.

Basic concepts of data. Linear lists, strings, arrays, and orthogonal lists. Representation of trees and graphs. Storage systems and structures, and storage allocation and collection. Multilinked structures. Formal specification of data structures, data structures in programming languages, and generalized data management systems.

*150. SYSTEMS PROGRAMMING

3 hours

Prerequisites: Computer Science 55 and 75; Mathematics 41.

Review of batch process systems programs, their components and operating characteristics. Linkage between programs, sorting techniques, file system organization. Sample systems will be analyzed and evaluated. The student will design and write programs for an entire system.

191. INDEPENDENT STUDY

1-6 hours

This course consists of individual study and/or research and the content will be adjusted to meet the particular need of the individual student. Approval must be secured from the department head prior to registration.

EDUCATION

Stuart Berkeley, Sue Baker, M. D. Campbell, Thelma Cushman,
 Floyd Greenleaf, Kenneth Kennedy, Harold Kuebler, LaVeta Payne,
 Marvin Robertson, Mildred Spears, Richard Stanley,
 Nelson Thomas, Drew Turlington.

SUPERVISORY INSTRUCTORS—SECONDARY

Ronald Barrow	Orlo Gilbert
Roy Battle	David Knecht
Glenda Clark	Harold Kuebler
Don Crook	Roger Miller
Sylvia Crook	Charles Read
Robert Davidson	Charles Robertson
Joyce Dick	Charles Swinson

SUPERVISORY INSTRUCTORS—ELEMENTARY

Weston Babbitt	Joan Linebaugh
Richard Christoph	Geraldine Miller
Patricia Geach	Thyra Sloan
June Gorman	Barbara Stanaway
Margaret Halverson	Gordon Swanson
Howard Kennedy	Dianne Tennant
Peggy King	

The SMC program of Teacher Education is approved by the Tennessee State Board of Education, Department of Education of the General Conference of Seventh-day Adventists, the American Association of Colleges for Teacher Education, and the elementary education program is accredited by the National Council for Accreditation of Teacher Education (NCATE).

DEPARTMENTAL AIMS

Courses in education are offered to provide the necessary professional preparation to meet certification requirements for public and church related elementary and secondary school teaching, to afford a general understanding of the school as a social institution for those entering services other than teaching, and to serve as prerequisites to graduate programs.

PROGRAMS AND ADMISSION PROCEDURES

The teacher education programs are founded upon a liberal arts demand for breadth and depth of knowledge and experience, and on the idea that a teacher should be a good example in health, intellect, and character.

A student who wishes to be admitted to the teacher education program must file a formal application with the Department of Education prior to the end of his sophomore year. Upper class transfer students must file application the first semester in residence. The applicant must show a 2.0 average for all courses taken during the first two years,

EDUCATION

demonstrate competence in basic English communication skills, and show evidence of physical, moral, and mental fitness, emotional maturity, and professional commitment.

The Teacher Education Council will admit competent individuals to take professional courses in education, and recommend them for certification and graduation. Professional education courses include all courses listed under Education and the following from the area of Behavioral Science: Psychology 53, 80, 90, 107, 112, 115, 155.

The criteria for admission to teacher education, outlines of teaching majors in secondary education and policies and procedures related to student teaching, may be obtained from the Department of Education.

MAJOR—ELEMENTARY EDUCATION

Education courses required are 5, *21, 58, 65, 125 or 130, 138, 142, 163, 171, 191, Psychology 112 for the Bachelor of Science Curriculum.

Students may elect to take a major and a minor in subject matter fields or a composite major consisting of a minimum of 15 hours each in four teaching fields. An over-all grade point average of 2.00 is required with a 2.25 grade point average required in the four teaching fields and professional education.

Each student will be responsible for determining the additional courses that may be required for certification in the state of his choice. This information can be obtained at the office of Admissions and Records or the Department of Education. Electives are to be selected to enrich teaching areas, six hours of which should be upper biennium.

Students interested in the area of teacher-librarian should include the courses offered under Library Science.

Students who desire a kindergarten endorsement should include in their program of studies Education 160, Home Economics 131.

The following requirements apply only to students pursuing a Bachelor of Science degree in Elementary Education.

Humanities, 50	4 hours
Language Arts Including English 1-2, Library Science 105, Literature, Speech 4 semester hours (Speech 63, and 64 recommended)	16 hours
Mathematics (including Math 1 plus 3 additional hours)	6 hours
Science (Natural & Physical Science represented): Biology 15; Chemistry 5, & Physics 1 recommended)	12 hours
Physical Education [including 22 (or a current Ad- vanced Red Cross First Aid Certificate), 53, 152, two semester hours of activity courses, Sociology 82]..	12 hours
Religion (including 2 of the following: 10, 50, 105)	12 hours
Social Science (including Geography 41 and History 148, and a six-hour sequence)	12 hours

* Education 21 not accepted for Tennessee state certification.

SECONDARY PROGRAM

Admission to the Department of Teacher Education is the same as for the major in Elementary Education.

In the first semester of the junior year the student, in consultation with his major professor and the chairman of the Department of Education, must work out a program of studies leading to a degree and meeting certification requirements. Two approved teaching fields, a major field and a minor field, for the student are highly recommended. The program forms may be obtained in the Department of Education.

Certification requirements vary from state to state. The following courses are required: Education* 21, 166, 173, 191, and Psychology 112. Students who plan to teach on the junior high school level should include in their program Education 142. Each student will be responsible to determine the additional courses that may be required for certification in the state of his choice. This information can be obtained at the Office of Admissions and Records or the Department of Education.

Students who desire State of Tennessee certification should meet the above requirements plus six additional hours of professional education. The following courses are recommended: Education 138, 130, 142, and 162; Psychology 1, 80, 107, 115. In the area of general education, two fields must be represented in social science; two additional semester hours should be taken in family development for the area of physical education, health and family development; three hours of the science; and mathematics requirement must be Mathematics 1.

COURSES IN EDUCATION**5. INTRODUCTION TO TEACHING****2 hours**

The student is given an opportunity to become acquainted with the needed personal and professional traits, duties, and responsibilities of the teacher. Observation and participation in classroom at all grade levels. Two class periods per week plus special assignments.

21. FUNDAMENTALS OF EDUCATION**2 hours**

A survey of the basic principles of education. The course also examines the fundamental philosophy of Christian education.

58. ART IN THE ELEMENTARY SCHOOL**3 hours**

Exploratory activities designed to acquaint the students with materials, methods, and procedures for the teaching of art on the various instructional levels. A brief study of the basic principles of art and art appreciation is included. Observation and participation in the art activities of the elementary school will be scheduled.

65. ELEMENTARY SCHOOL MUSIC**3 hours**

A course designed to prepare teachers to direct the music activities in the elementary school. The content includes fundamentals, appreciation, singing, playing, and rhythmic activities. Observation and participation in the music of the elementary school is required. Two hours lecture and three hours laboratory work per week.

125. TEACHING OF READING**3 hours**

A study is made of the materials and methods used in teaching reading in the elementary grades. Two hours lecture and discussion, three hours laboratory work each week.

EDUCATION

130. CORRECTIVE READING

2-3 hours

Diagnostic techniques and materials and methods for individual and group instruction for elementary and secondary classroom teachers.

138. AUDIO-VISUAL EDUCATION

2 hours

A laboratory course in the selection, operation and use of audio-visual equipment and materials. Preparation of transparencies, flat pictures, graphics and audio materials will be required. One hour lecture and three hours laboratory per week.

142. SCHOOL ORGANIZATION AND ADMINISTRATION

2 hours

This course is to help elementary and secondary teachers and religion majors to understand the organization and administration of classroom and school management.

160. KINDERGARTEN MATERIALS AND METHODS

3 hours

A study of the philosophy, methods, materials and acceptable standards involved in the organization and instructional procedures of a kindergarten program.

162. ADMINISTRATIVE AND PERSONNEL WORK OF DEANS

2 hours

A basic professional course in the administration of the school home. (Offered on demand.)

163 A & B. MATERIALS AND METHODS OF TEACHING IN THE ELEMENTARY SCHOOL

6 hours

Prerequisite: Admission to Teacher Education.

This course is designed to meet the students' needs in general methods in the teaching of Bible, Social Science, English, Mathematics and Science. The course will be offered the first half of each semester, ten periods each week plus four periods of lab work. Directed observation in selected schools and attendance at the East Tennessee Education Association or Georgia Teacher Education Association meeting and selected local professional meetings are considered a part of this course.

166. CURRICULUM AND GENERAL METHODS, GRADES 7-12

3 hours

Prerequisite: Admission to Teacher Education

This course will include the secondary curriculum content—factors that influence change, the most important current practices, and critical curriculum issues facing educators today. It will provide general knowledge of current teaching methods, strategies of learning, and evaluation procedures.

167. SPECIAL METHODS OF TEACHING, GRADES 7-12

2 hours

Prerequisite: Admission to Teacher Education.

The areas which offer Methods courses are: (A) Art, (B) Bible, (C) Business (Office Administration), (D) English, (E) Foreign Language, (F) Health and Physical Education, (G) History, (H) Home Economics (I) Industrial Arts, (J) Mathematics, (K) Music, (L) Science (Biology, Chemistry and Physics). Course Edu. 166 and Edu. 167 shall consist of a block and will be taken the same semester.

The course will be offered the first half of that semester designated by the student's major department. The class will meet four class periods per week. Among the student's responsibilities will be the collection and organization of a file of teaching materials, the preparation of lesson plans and evaluation of textbooks.

171. STUDENT TEACHING, K-9

8 hours

Prerequisite: Admission to Teacher Education, Psy. 112 and Edu. 163 A & B.

This course is offered each semester and is available during the summer term to teachers with previous experience. The student will be assigned to one half-day in classroom observation and participation the first half of the semester.

ENGLISH LANGUAGE AND LITERATURE

The second half of the semester will be used for full-time student teaching in on-campus or selected off-campus elementary schools. Group conferences of two periods each week will be scheduled. A minimum of two hours credit must be earned in residence.

Student teachers are expected to provide their own transportation to their teaching centers and to follow the school calendars where they are assigned.

173. STUDENT TEACHING, GRADES 7-12

6 hours

Prerequisite: Admission to Teacher Education, Psy. 112, Edu. 166 and Edu. 167. Music majors must have completed Music 181.

This course is offered each semester and the summer session in selected areas. The student teachers will be assigned to the cooperating teacher at the beginning of the semester, and will be expected to spend a minimum of three hours per week in observation and participation. These hours will count toward the required student teaching allotment. One half semester of full time (a minimum of four class periods per day) of directed observation, participation and full-day classroom teaching is required in on-campus or selected off-campus secondary schools. Conferences of two class periods *each week* will be scheduled.

A minimum of two hours credit must be earned in residence by degree candidates. Student teachers are expected to provide their own transportation to their teaching centers and to follow the school calendars where they are assigned.

191. SOCIAL FOUNDATIONS OF AMERICAN EDUCATION

2 hours

The first half of each semester double periods. A study of contemporary philosophical and sociological foundations of American Education. Consideration will be given to inner-city education.

193. DIRECTED STUDY

1-2 hours

This course permits the advanced student with adequate preparation to pursue independent study in special fields.

197. WORKSHOP IN ELEMENTARY EDUCATION

2 hours

Opportunity is provided for students to work under supervision on curriculum problems.

ENGLISH LANGUAGE AND LITERATURE

Sue Baker, Ann Clark, Bruce Gerhart,
Minon Hamm, Wilma McClarty, Barbara Ruf

Major: Thirty hours, excluding College Composition, including courses 85, 105, 110, 117, 118, 123, 124; one of the following: 41, 51, 61, 65. Required cognate: History 151.

Students anticipating secondary teaching should meet state certification requirements (see Secondary Program under EDUCATION), take a minor in Fields Related to English Education, and obtain experience working on the *Southern Accent* staff, *Southern Memories* staff, and/or a programs committee of one of the student organizations.

Minor: Eighteen hours, excluding College Composition, including course 123; one of the following: 41, 51, 61, 65; one of the following: 85, 124; and two of the following: 105, 110, 117, 118.

Minor in Fields Related to English Education (Available only to English Majors): Eighteen hours including Library Science 53; History

ENGLISH LANGUAGE AND LITERATURE

151, Speech 5, 64; Journalism 53; and five (two upper division) hours from the following electives: Psychology 115; Typing 13, 14, or 15; Education 140; any Communications course; any Library Science course.

03. PROGRAMMED ENGLISH

Students whose scores on English placement tests indicate a need for reinforcement in mechanics and structure are advised to register for this lab and College Composition concurrently. Since this material is carefully programmed, the student, progressing at his own rate, may complete the course early in the semester by achieving scores of 85 percent or better in all units. This lab course will comprise two hours of the student's registered class load.

1:2. COLLEGE COMPOSITION

6 hours

A study of the fundamental principles of composition: syntax, sentence structure, paragraph development, organization of material. Emphasis on interpretive and evaluative reading and on expository and analytical writing. Admission to College Composition depends upon the student's satisfactory performance on the English placement tests. Students with low performance scores are advised to register for Programmed English 03 in conjunction with College Composition. This lab meets twice a week.

41. LITERATURE AND LIFE

3 hours

Prerequisite: College Composition 2 or 21.

A thematic approach to the study and appreciation of literature, including the study of literary types and terms.

51. SURVEY OF AMERICAN LITERATURE

3 hours

A study of representative selections from major American authors, colonial through modern, with emphasis on ideas, attitudes, and trends having individual, national and universal interest.

61. SURVEY OF ENGLISH LITERATURE

3 hours

A study of representative selections by British writers, with special emphasis on the author and his philosophy, and a review of literary trends and influences from ancient times to the present.

65. MASTERPIECES OF LITERATURE

3 hours

Prerequisite: College Composition 2 or 21.

A study and appreciation of selected English and American literary masterpieces in light of their biographical, historical, cultural, and literary settings.

85. INTRODUCTION TO LINGUISTICS

3 hours

Prerequisite: College Composition 2 or 21.

Purposes to give the student a background in history of the English language; to acquaint him with the various fields, aspects, and branches of linguistics; to equip him with a working knowledge of structural linguistics' four principal branches—phonetics, phonemics, morphemics, and grammar; and to relate these learnings to the teaching of contemporary English. Open to sophomore and upper division students. This course is taught in alternate years.

105. BIBLICAL AND WORLD LITERATURE

4 hours

A study of major world masterpieces in translation, including Biblical poetry. This course is taught in alternate years.

110. AMERICAN LITERATURE

4 hours

A study of major and some minor American writers, as well as of literary trends and influences from the Colonial period to the present. This course is offered in alternate years.

HEALTH, PHYSICAL EDUCATION AND RECREATION

117. ENGLISH LITERATURE TO 1800

4 hours

A study of medieval, Renaissance, and Neo-Classical writers and their works with special emphasis on Chaucer, Shakespeare, Milton, and Johnson. This course is offered in alternate years.

118. ENGLISH LITERATURE: 1800 TO THE PRESENT

4 hours

A study of the principal Romantic, Victorian, and Twentieth-century writers and their works. This course is offered in alternate years.

123. CREATIVE WRITING

3 hours

A study of the principles, techniques, and types of personalized writing, providing the student with opportunity to develop his own style and to find possible markets for his manuscripts that may be worthy of publication.

124. ADVANCED GRAMMAR

3 hours

A detailed survey of descriptive grammar as it pertains to parts of speech, sentence construction, syntax, and punctuation. Designed to aid any student who wishes to strengthen his skill in grammar analysis, it is also especially helpful for prospective teachers and writers.

161. INDEPENDENT STUDY

1 or 2 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to English majors or minors with the approval of the department head.

Edu. 167. SPECIAL METHODS OF TEACHING ENGLISH

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Nelson Thomas, Jackie Casebeer, Delmar Lovejoy, Donald Moon

Major in Health, Physical Education and Recreation; Bachelor of Science: Thirty-six hours including courses 98:99, 160, 161, 175, and 176. Required cognates: Chemistry 7, 8, or its equivalent.

All general education requirements apply to students pursuing this program except the language requirement. All students must pass a proficiency test in four of five team activities, and four of the six individual activities. An acceptable level of proficiency will be required in the remaining activities. Students failing to demonstrate satisfactory performance will be required to make up deficiencies in the general activity classes.

No more than four hours of activity courses may apply on the major. Intramural participation is recommended.

Majors training for teaching positions must meet the secondary school state certification requirements set forth by the Education Department.

Minor in Health, Physical Education, and Recreation: Eighteen hours including 98:99 with a minimum of six hours of upper division.

Students must pass a proficiency test in three of the five team activities and three of the six individual activities. An acceptable level of proficiency in the remaining team and individual activities will be required. Students failing to demonstrate satisfactory performance will be required to make up deficiencies in the general activity classes.

HEALTH, PHYSICAL EDUCATION AND RECREATION

The physical education activity program is conducted to satisfy the need for recreation and physical exercise as a diversion from the sedentary classroom program. (During the freshman and sophomore years, students are required to take two hours of activity courses and two hours of Health and Life.) In subsequent years students are encouraged to participate in the recreation program.

Students enrolled in activity courses must wear regulation suits and shoes to all class appointments. Regulation gym wear for both men and women is available at the college store, Southern Mercantile. For full particulars, see your dormitory dean or the director of physical education.

ACTIVITY COURSES

- | | |
|-------------------------------------------------------------------------------------------------------------------|----------------|
| 11. SOCCER AND VOLLEYBALL | 1 hour |
| 13. BASKETBALL AND SOFTBALL | 1 hour |
| 52. ARCHERY AND RECREATIONAL GAMES | 1 hour |
| 54. BADMINTON AND TENNIS | 1 hour |
| 55. TRACK AND FIELD | 1 hour |
| 56. GOLF | 1 hour |
| 57. TUMBLING | 1 hour |
| 58. ELEMENTARY APPARATUS | 1 hour |
| Basic skills emphasized on trampoline, P-bars, rings, unevens, and balance beam. | |
| 59, 60. TUMBLING TEAM | 2 hours |
| Admission to P.E. 59 or 60 will be based on satisfactory performance of try-out requirements for team membership. | |
| 61. BEGINNING SWIMMING | 1 hour |
| For the novice, both beginning and intermediate swimming skills will be included. | |
| 62. ADVANCED SWIMMING | 1 hour |
| A review of swimming strokes and conditioning. | |

THEORY COURSES

HEALTH

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 22. SAFETY EDUCATION | 2 hours |
| The nature and causes of accidents, safety measures for the prevention of common accidents of the home, school, industry, transportation, and recreation. The standard and advanced Red Cross Certificates will be issued to those completing the required work in first aid. | |
| 53. HEALTH AND LIFE | 2 hours |
| A study of physiology, mental health, diet and health, and other subjects vital to healthful living, with special emphasis given to denominational health standards as revealed by Ellen G. White and by scientific research today. | |

HEALTH, PHYSICAL EDUCATION & RECREATION

***153. HEALTH EDUCATION**

2 hours

A study of the theoretical and scientific basis of health education with emphasis on the development and organization of the school health instruction program. Taught in alternate years.

160. KINESIOLOGY

4 hours

A study of joints and muscular structure and their relation to physical exercise.

161. PHYSIOLOGY OF EXERCISE

4 hours

Prerequisite: Chemistry 7:8, or its equivalent.

A nonlaboratory course emphasizing the physiological effects of muscular exercise, physical conditioning, and training. Significance of these effects for health and for performance in activity programs.

***164. CARE AND PREVENTION OF ATHLETIC INJURIES**

2 hours

Prerequisite: Physical Education 160.

The study of treatment and prevention of athletic injuries. Taught in alternate years.

PHYSICAL EDUCATION

35. INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION

3 hours

A study into the aspect of physical education as a career, its relationship to related fields of education, general principles and philosophies, historical background, and professional preparation.

152. PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL

2 hours

This course is designed primarily for elementary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing and rhythmic activities, and safety measures. Observation and teaching of elementary school children will be scheduled.

Edu. 167. SPECIAL METHODS OF TEACHING HEALTH & P.E.

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to Methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

***170. HISTORY AND PHILOSOPHY OF PHYSICAL EDUCATION**

2 hours

A study of the background of physical education. Taught in alternate years.

175. AN INTRODUCTION TO MEASUREMENTS AND RESEARCH OF PHYSICAL EDUCATION

3 hours

A survey of tests used in Physical Education and an introduction to statistical procedures for assaying data and how it may be applied to research.

176. PRINCIPLES AND ADMINISTRATION OF PHYSICAL EDUCATION AND RECREATION

3 hours

An integrated study of the principles and administrative concepts of Physical Education and Recreation.

193. PROBLEMS IN PHYSICAL EDUCATION

1-3 hours

An introduction to research and discussion on problem areas in the discipline. Limited to Physical Education majors.

RECREATION

50. CAMP EDUCATION

2 hours

A course designed to promote outdoor recreation and provide experience for those

HISTORY—POLITICAL SCIENCE

who are interested in Pathfinder summer-camp work. A weekend campout is included as part of the course.

63. WATER SAFETY

1 hour

Prerequisites: P.E. 62 or equivalent.

Leads to Red Cross Senior Life Saving certification.

70. RECREATIONAL LEADERSHIP

2 hours

A study of recreation in American life; its philosophy, leadership, organization, and program. The emphasis of this course is to familiarize students with all aspects of recreation as they apply to contemporary life.

98:99. OFFICIATING SPORTS ANALYSIS

4 hours

An introduction to administration of and participation in organization of officiating in recreational activities.

125. WATER SAFETY INSTRUCTOR

1 hour

Prerequisite: P.E. 63 or equivalent.

Leads to Red Cross Instructor certification.

HISTORY—POLITICAL SCIENCE

Jerome Clark, Floyd Greenleaf, Floyd Murdoch

Major: Thirty hours including courses 1, 2; 53, 54; 183; and 185. At least two courses are to be taken in each of the following areas as selected in counsel with a member of the History Department:

Area I: American History 140, 145, 147, 148, 149, 154, Political Science 70, 116.

Area II: European History 110, 112, 132, 151, 160, Political Science 162.

Economics 71, 72 is to be taken as a cognate requirement.

Minor: Eighteen hours including 1, 2; 53, 54 and six hours of upper biennium courses in History or Political Science to be chosen in counsel with a member of the History Department. Those wishing to certify for teaching History must take all eighteen hours in History.

1. 2. SURVEY OF CIVILIZATION

6 hours

An introductory consideration of the ancient, classical and medieval contributions to our own civilization and a consideration of modern and current developments.

51. CURRENT AFFAIRS

2 hours

A course in current political developments of significance both domestic and international. Newspapers and current periodicals are used as materials.

53, 54. AMERICAN HISTORY AND INSTITUTIONS

6 hours

A study of the development of the character and civilization of the American people, including their politics, government, and social institutions reaching to the present time.

110. MEDIEVAL EUROPE

3 hours

Prerequisite: History 1 or equivalent.

European History from 500-1200 A.D. This course is taught in alternate years.

***112. RENAISSANCE AND REFORMATION**

3 hours

Prerequisite: History 1, 2.

An analysis of the revival of learning, from medieval to modern conditions, and of the causes, substance, and effects of the Reformation and Counter Reformation.

***132. ANCIENT WORLD**

3 hours

A study of the nations of antiquity especially Israel, Assyria, Babylonia, Egypt, Medo-Persia and the classical nations Greece and Rome, concentrating on the institutions and contributions to civilization of each.

***140. COLONIAL AMERICA**

3 hours

A study of American development from its origin to 1783 with particular emphasis on constitutional, political, economic, and social trends.

145. HISTORY OF LATIN AMERICA

3 hours

A survey of the colonial period, and a careful analysis of the political, economic, social, religious, and cultural development of the Latin-American Republics, and their present relation to world affairs.

147. AGE OF REFORM

3 hours

A study of the religious, social, cultural movements in the Early National and Jacksonian periods.

148. HISTORY OF THE SOUTH

3 hours

Prerequisite: History 53.

A study of the Old South from the discovery through the war between the states, the reconstruction and the subsequent developments and recent changes, including the current scene.

149. HISTORY OF AMERICAN MINORITIES

3 hours

A study of American minorities with particular emphasis on their history, problems, and relationship to American life.

***151. ENGLISH HISTORY**

3 hours

An analysis of the political, social, economic, religious and cultural development of Great Britain and its contributions to the world, especially in constitutional and democratic institutions.

154. MODERN AMERICA

3 hours

Prerequisite: History 54

A study of American History from 1900 on with special examination of changes in American life brought about by the Progressive era, normalcy, the depression, the New Deal, and the role of the United States in world affairs.

155, 156. HISTORY OF THE CHRISTIAN CHURCH

6 hours

A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

160. MODERN EUROPE

3 hours

Prerequisite: History 2

Historical developments in Europe from 1800 to the present, with emphasis on the movements which have directly shaped the contemporary world.

***193. RESEARCH METHODS IN HISTORY**

3 hours

Historical theories, procedures, and research methods are examined in conjunction with the preparation of a research project. To be taken by History majors in their junior year.

HOME ECONOMICS

185. READINGS IN HISTORY

3 hours

Selected readings in History, primarily dealing with the Non-Western world.

Edu. 167. SPECIAL METHODS OF TEACHING HISTORY

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials in instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

191. PROBLEMS IN HISTORY

1 hour

This course is for history majors only and consists of individual research work in some field of history. Content and method of study to be arranged. Approval must be secured from the department head prior to registration.

POLITICAL SCIENCE

70. AMERICAN NATIONAL AND STATE GOVERNMENT

3 hours

An examination of the operation of the executive, legislative, and judicial branches of government of the national, state, and local levels. To be taught in alternate years.

*116. AMERICAN DIPLOMATIC HISTORY

3 hours

Prerequisite: History 53, 54.

Significant developments in American Diplomatic History from the Revolutionary Period to the present are examined with emphasis on trends since 1930.

162. CONTEMPORARY INTERNATIONAL RELATIONS

3 hours

A critical analysis of the chief factors influencing present-day world affairs, with special emphasis on the ideological and religious background of current conflicts. This course is taught in alternate years.

GEOGRAPHY

41. WORLD GEOGRAPHY

3 hours

Maps, land forms, soil, mineral resources, weather, and climate are considered. Man's adjustment to various physiographic regions is studied.

HOME ECONOMICS

Thelma Cushman, Kenneth Burke, Ruth Higgins, Ellen Zollinger

Major—Home Economics: Thirty hours for the Bachelor of Science degree in Home Economics including courses 1, 2, 8, 19, 22, 123, 126, 131, 180, and 198.

Interior Design Concentration: Thirty hours for the Bachelor of Science degree in Home Economics including courses 9, 10, 19, 109, 110, 132, 198. Cognate requirement, Industrial Arts 101. A minor in art is required.

Major—Foods and Nutrition: Thirty hours for the Bachelor of Science degree in Foods and Nutrition including courses 1, 2, 102, 126, 161, 162, 171, 172, and 198. Business Administration 31 and 147, Psychology 112, Biology 12 and 22, and Chemistry 7:8 and 172 to be taken as cognate requirements. Home Economics 130 and 131 and courses in Economics,

Psychology, and Education and Computer Science are recommended as electives.

Those who plan to do graduate work in Home Economics should include Chemistry 11; Biology 12 and 22; and Economics 71, 72.

Home Economics Majors Who Plan to Teach must include 8 hours from each of the following three groups: (1) foods and nutrition, (2) clothing and textiles, and (3) home management, home furnishings, and child development.

The general education requirements for the above degree programs are the same as those listed for the Bachelor of Arts degree with the exceptions of foreign language study.

Home Economics majors who wish to qualify for hospital dietetic internships approved by the American Dietetic Association must take the major in Foods and Nutrition. To qualify for American Dietetic Association membership in other areas of food and nutrition the student must meet the current specific requirements for A.D.A. membership. This should be arranged by the individual student in consultation with the instructor of Foods and Nutrition.

Minor—Home Economics: Eighteen hours, six hours of which must be upper biennium.

Minor—Foods and Nutrition: Eighteen hours including courses 1, 2, 126, and six hours of upper biennium.

FOODS AND NUTRITION

1. FOODS

3 hours

Basic principles of food composition, selection, and preparation. Two hours lecture and one laboratory period each week.

2. NUTRITION

2-3 hours

Principles of nutrition and their application to everyday living. Offered both semesters. Carries credit toward the general education requirement in science.

50. FOOD PREPARATION

1 hour

A course in food preparation for non-home economics students. Effort will be made to meet the specific needs of the group. One three-hour discussion and laboratory per week.

102. EXPERIMENTAL FOODS

4 hours

Prerequisite: Chemistry 7:8 or 11 and HE 1.

An experimental approach to preparation and development of standard recipes, and use of new food products. Two-hours lecture and two three-hour laboratory periods each week. This course is taught in alternate years.

126. MEAL PLANNING

2-3 hours

Prerequisites: Home Economics 1, 2, or by approval of instructor.

Menu planning, marketing, meal preparation, and table service. Two hours lecture, three hours laboratory each week.

HOME ECONOMICS

130. DEMONSTRATION TECHNIQUES

2 hours

Prerequisites: Home Economics 1, 2, or by approval of instructor.

Designed to present purposes, standards, and techniques of demonstrations with application to teaching, business, and conducting cooking schools for adult groups. This course is taught in alternate years.

*161. ADVANCED NUTRITION

3 hours

Prerequisites: Home Economics 1, 2, 126, and Chemistry 7:8 or 11.

An indepth study of the principles of normal nutrition as they apply to individuals at different ages.

*162. NUTRITION IN DISEASE (DIET THERAPY)

3 hours

Prerequisite: Chemistry 7:8 or 11, and HE 1, 2, 126.

A study of the principles of nutrition as applied to physiological conditions altered by stress, disease, or abnormalities. Two hours lecture and one laboratory period each week.

171. QUANTITY COOKERY

3 hours

A study of quantity food, purchasing, production, and service with experience in the college cafeteria. Two one-hour lectures each week. Laboratory work by appointment in the various areas of food preparation.

172. INSTITUTION MANAGEMENT

3 hours

A study of equipment selection, maintenance and layout, and management and personnel relationships in institution food service. Laboratory experience in college and hospital food services. Two one-hour lectures each week. Laboratory by appointment.

HOME MANAGEMENT

8. MANAGEMENT AND ORIENTATION

3 hours

A study of family problems and goals with emphasis on management of personal and family resources. Orientation in the areas of Home Economics and a study of the field in terms of history, philosophy and professional opportunities. Required of freshmen.

61. SOCIAL ETHICS

1 hour

Principles of Christian courtesy. Prepares for poised family, social and business relations. One and one-half hours a week.

103. CONSUMER ECONOMICS

2 hours

A basic course in consumer education from the standpoint of purchasing and money management as related to the home and its personal needs.

*112. APPLIED HOME FURNISHINGS

3 hours

Laboratory experience in simple upholstering and professional drapery making. Two 3-hour combined lecture and laboratory periods.

131. UNDERSTANDING YOUNG CHILDREN

3 hours

Prerequisites: Psychology 112 and Education 21.

A study of the young child beginning with prenatal care through the years of infancy and early childhood with the family as a background for growth and development. The physical, mental, and social development are studied. Two class periods and two hours observation in nursery school and homes each week.

180. PRACTICE IN HOME MANAGEMENT

3 hours

Prerequisites: Home Economics 1, 2, 126, 40, or approval of instructor.

Experience in solving problems of family living, care of a home, budgeting, laundering, entertaining, planning, marketing, preparing and serving meals in the home management apartment for six weeks. One class period each week.

INTERIOR DESIGN

9. INTERIOR DESIGN I

3 hours

Prerequisite: Industrial Arts 101 or approval of instructor.

The study of space relationships and requirements, the basic construction standards and practices, and the design approach for apartment living spaces. Two 3-hour combined lecture and laboratory periods each week.

10. INTERIOR DESIGN II

3 hours

Prerequisite: Interior Design I.

The study of the spatial and functional needs in small commercial spaces and an introduction to presentation and rendering techniques. Two 3-hour combined lecture and laboratory periods each week.

109. INTERIOR DESIGN III

3 hours

Prerequisite: Interior Design II.

The study of spatial and functional needs in large commercial and specialized public spaces; application of presentation techniques in preparation of resume portfolios. Emphasis will be placed on space planning for public areas. Two 3-hour combined lecture and laboratory periods each week.

110. INTERIOR DESIGN IV

6 hours

Prerequisites: Interior Design III, and Furniture and Interiors. Interior Design Professional practice (apprentice status).

Drawing up detailed plans from conceptual sketches of the working designer; serve as residential design consultant; be involved in preliminary footwork of projects; observe designer-client relationships; obtain a working knowledge of the business establishment's ethics, and procedures. 16-20 hours of laboratory a week; time to be arranged.

113. WEAVING

3 hours

Elementary weaving techniques and exercises to develop a working knowledge of the main parts of the loom, basic weaves, and different weaving materials. Creative design with the use of pattern, color and texture. Two three-hour combined lecture and laboratory periods each week.

123. INTERIOR ART

3 hours

General survey of interior design and the relationship of art and design to everyday life in the home.

132. FURNITURE AND INTERIORS

3 hours

Prerequisite: Art 143 or by approval of the Instructor.

Study of furnishings, interiors, and designers, past and present. Evaluation of the economical, social and technical influences on the evolution of design and the inter-relationship of architectural and furniture styles.

TEXTILES AND CLOTHING

19. TEXTILES

2 hours

A study of basic fibers and weaves including properties, construction, selection, uses, and care of textile fabrics. Two one-hour lectures per week.

22. CLOTHING CONCEPTS

4 hours

Basic values related to clothing problems, including a study of aesthetics, fabrics, consumer economics, fitting and construction principles. Two one-hour lectures and one three-hour lab per week. Offered both semesters.

INDUSTRIAL EDUCATION

119. ADVANCED TEXTILES

2 hours

An in depth study of fabrics, their properties and characteristics. Testing and identifying quality and construction for various uses to meet the needs of the consumer.

122. CLOTHING DESIGN

3 hours

Prerequisites: Home Economics 22 or by approval of instructor.

Clothing design and practice in creating designs through flat pattern and draping techniques. Two one-hour lectures and one three-hour lab per week.

*164. CREATIVE CLOTHING CONSTRUCTION

4 hours

Prerequisite: Home Economics 22.

Creative clothing construction with emphasis on creation of original design and manipulation of fabrics applied to tailored garments. Two one-hour class periods and two labs per week.

191. INDEPENDENT STUDY

1 or 2 hours

To permit the advanced student majoring in Home Economics to do individual work in the field under the direction of a staff member. Students minoring in Home Economics are limited to one hour.

198. SEMINAR

2 hours

Prerequisite: Twenty hours completed in Home Economics.

Recent trends in Home Economics and related professional fields. Required of and limited to majors.

Edu. 167. SPECIAL METHODS OF TEACHING HOME ECONOMICS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

INDUSTRIAL EDUCATION

Drew Turlington, Wayne Janzen, John Durichek, Robert Warner

Major—Industrial Arts: Forty hours for the Bachelor of Science degree including courses 1; 8; 11; 15; 25; 51; 54; 190; 192. Cognate requirements: Math 5, Physics 1 or 51, Chemistry 5, 7 or 11. A minimum of eight semester hours is required in each area in which the student plans to teach.

While industrial arts courses provide the students with consumer knowledge of the various materials of industry, and give him exploratory experiences in the various trades, they do not propose to teach a trade. However, many of the course offerings are taught as trade courses for those students planning to go into plant maintenance and industry. Each student, on leaving college, should be proficient in at least one trade, no matter what his profession.

Students planning to teach are required to take courses 124, 196, 198, along with a minimum of 20 semester hours of professional education for denominational certification. Additional hours may be required for state certification depending upon the state in which the student plans to teach.

The general education requirements are the same as those for a Bachelor of Arts degree with the exception of the foreign language requirement.

Minor: Eighteen hours including six hours upper biennium. It is recommended that the student divide the hours between two of the following areas: Drafting, Woods, Metals, and Mechanics.

ASSOCIATE OF SCIENCE DEGREE IN BUILDING TECHNOLOGY

Two-Year Curriculum in Industrial Education: Sixty-four hours are required for the associate of science degree in Industrial Education including Industrial Education 5, 6, 36:37, 46, 50, 60, 99, 100, and 101; English 1; six hours of Religion; three hours of Social Science; two hours of Communications; and electives sufficient to make a two-year total of 64 semester hours.

1. TECHNICAL DRAWING

4 hours

A basic course in drafting, training the student in the use of instruments and the principles of orthographic projection, surface development, sectioning, pictorial drawings, and dimensioned working drawings. Eight hours laboratory each week. Lecture as announced by the instructor.

3. AUTOMOTIVE SURVEY FOR WOMEN

2 hours

A course designed to help women become knowledgeable in the maintenance and operation of an automobile. One hour lecture and three hours laboratory each week.

5. MASONRY

3 hours

A fundamental course in concrete, concrete block and brick laying. One hour lecture, 6 hours laboratory each week.

6. PLUMBING

2 hours

Code requirements of, and procedures in residential plumbing. One hour lecture, 3 hours laboratory each week.

8. PRINCIPLES OF ELECTRICITY AND ELECTRONICS

3 hours

A basic course in the principles of electricity and electronic Circuitry — D. C. and A. C., with emphasis on resistors, capacitors, diodes, transistors, vacuum tubes, amplifiers, and oscillators. Two hours lecture, three hours laboratory each week.

11. WOODWORKING

4 hours

A study of hand and machine tools, joinery, and proper methods of furniture construction. Two hours lecture, 6 hours laboratory each week.

12. WOODTURNING

1-2 hours

Center and faceplate turning experiences. Three hours laboratory for each semester hour credit.

15. GENERAL METALS

4 hours

Designed to acquaint the student with the many aspects of the metal working industry. Instruction will be given in the areas of forging, foundry, heat treatment, sheet metal, welding, plus hand and power operated metal cutting equipment. Two hours lecture and six hours laboratory each week.

20. REFRIGERATION & AIR CONDITIONING

2 hours

Fundamental principles of refrigeration and air conditioning. Emphasis will be placed on trouble shooting and servicing of equipment. One hour lecture and three hours laboratory each week.

INDUSTRIAL EDUCATION

25. GRAPHIC ARTS

3 hours

A comprehensive "overview" of graphic communications. Covers all occupations and functions in the average printing organization plus kinds of materials and creative services. All types of printed products are analyzed from creation to finish.

36:37. CARPENTRY & CONSTRUCTION TECHNOLOGY

8 hours

Instruction and practices in the procedures involved in the construction of a residence. Two hours lecture, 6 hours laboratory each week.

42. ELECTRIC AND OXY-ACETYLENE WELDING

4 hours

A very practical course in arc and acetylene welding, teaching the student to weld skillfully in all positions: flat, vertical, and overhead. Two hours lecture and six hours laboratory each week.

46. CABINET MAKING

4 hours

Design, layout, and construction of all types of cabinets: kitchen, built-ins, etc. Two hours lecture, 6 hours laboratory each week.

50. HOUSE WIRING

3 hours

Instruction in the National Electric Code, basic electrical principles, complete instruction and practice in residential wiring, including electric heating. Some industrial wiring techniques will also be included. One hour lecture, six hours laboratory each week.

51. AUTOMOTIVE FUNDAMENTALS

4 hours

A course designed to give basic understanding of the automobile. Main emphasis is given to power plant and drive train design, operation and service. Two hours lecture and six hours laboratory each week.

54. INDUSTRIAL CRAFTS

2 hours

Exploring the technology of industry by forming and fabricating objects of plastics, metals, and woods. One hour lecture and three hours lab each week. Open to all students.

60. INDUSTRIAL SAFETY EDUCATION

2 hours

A study of safety precautions necessary in all types of industrial and construction situations. Two hours lecture each week.

99. PRACTICUM I

6 hours

Internship for students registered in the associate degree in the building technology.

100. PRACTICUM II

6 hours

Internship for students registered in the associate degree in the building technology.

101. ARCHITECTURAL DRAFTING

4 hours

A study of architectural details and methods of construction relative to frame and masonry veneer residential dwellings. Emphasis is placed on residential planning and design principles. Each student will design and draw all details necessary in the construction of a home. Eight hours laboratory each week. Lectures as announced by the instructor.

121. ENGINE REBUILDING

2 hours

This course is designed to provide experience in internal combustion engine overhaul. Each student will individually remove from car, overhaul and re-install one engine.

124. INDUSTRIAL ARTS DESIGN

2 hours

Open only to Industrial Arts majors and minors. A study of the fundamental principles of structural and decorative design, with emphasis on the application

of design in various materials and processes in the Industrial Arts field, using problem solving sketching, details, and working drawings in the development of the design. Two one-hour lectures each week. This course is to be taught in alternate years.

125. LITHO PREP & PRESS

2 hours

This is a "hands-on" approach to the lithographic offset process. The laboratory will give the student actual operating experience with process cameras, dark room techniques, stripping, plate making, contacting, and a variety of offset press equipment.

144. MACHINE SHOP

4 hours

Prerequisite: Industrial Education 15.

Instruction in the metal casting process and the methods and machines used in the metalworking industry. Two hours lecture and six hours laboratory each week.

153. AUTOMOTIVE TUNEUP

2 hours

Prerequisite: Industrial Education 51.

Automotive trouble shooting and tune-up. Course emphasis directed towards the automobile electrical and fuel system. One hour lecture and three hours laboratory each week.

190. MACHINE AND TOOL MAINTENANCE

2 hours

A study of the principles and methods of machine repair and preventative maintenance of equipment found in an industrial laboratory. The time will be divided between metalworking and woodworking equipment. One hour lecture and three hours laboratory each week.

192. AMERICAN INDUSTRY

2 hours

A study of the various industries in this technological age, emphasizing the materials and processes. Field trips will be scheduled to visit industries in the surrounding areas. Two hours lecture each week.

196. SHOP ORGANIZATION AND MANAGEMENT

2 hours

While this course deals with both the general shop and the unit shop, emphasis will be on the comprehensive general shop. Laboratories will be scheduled as required. This course is to be taught in alternate years.

198. SEMINAR

1 hour

A discussion of problems related to the industrial education teaching profession. One hour discussion each week.

199. INDUSTRIAL ARTS PROBLEMS

1-2 hours

The study of a particular problem in the field of Industrial Arts. A written report of the problem may be required by the supervising instructor. Offered on demand.

Edu. 167. SPECIAL METHODS OF TEACHING INDUSTRIAL ARTS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

MATHEMATICS

Lawrence Hanson, Cecil Davis, Arthur Richert

Major: Thirty hours including courses 91, 121, 151, and 152. Computer Science 44, 45, and 46 are cognate requirements. Students who plan to continue the study of mathematics at the graduate level should include courses 122 and 146 in their programs. Prospective secondary

MATHEMATICS

teachers should include courses 76, 82, and 136. French or German is recommended as the foreign language.

Minor: Eighteen hours including courses 51 and 52 or their equivalent plus at least six hours of upper biennium courses.

0. BASIC MATHEMATICS

No Credit

A noncredit, reduced tuition course taught by advanced mathematics students which covers arithmetic and beginning algebra for those having weak backgrounds in mathematics. Meets three times per week.

1. MODERN CONCEPTS OF MATHEMATICS

3 hours

Prerequisites: One unit of secondary algebra and one of geometry.

Set theory as related to elementary mathematics; numeration systems; number systems and their properties, including the whole numbers, the integers, the rational numbers, and the real numbers; basic concepts of geometry. Does not apply on a major or minor in mathematics.

5. COLLEGE ALGEBRA

3 hours

Prerequisite: One unit of high school algebra and one of geometry.

Elementary set theory; number systems and their properties; exponents and radicals; equations and inequalities; elementary (except trigonometric) functions and their graphs; systems of equations. Does not apply on a major or minor in mathematics.

7. TRIGONOMETRY

1 hour

Prerequisites: Two units of high school algebra and one of geometry, or one unit of high school algebra, one of geometry and Mathematics 5.

The definitions, properties, and graphs of the trigonometric functions. This course is designed to be taken concurrently with Mathematics 51 by those who have had little or no trigonometry at the secondary level. Does not apply on a major in mathematics.

36. FINITE MATHEMATICS

3 hours

Prerequisites: One unit of high school algebra and one of geometry.

Topics to be selected from among the following; introductory concepts in set theory and logic, elementary combinatorial analysis, probability, vectors and matrices, game theory, linear programming, graph theory, mathematics of finance.

51:52. CALCULUS I, II

8 hours

Prerequisites: Two units of high school algebra and one of geometry, or one unit of high school algebra, one of geometry and Mathematics 5. Those who have not had Mathematics 5 must pass a placement examination covering second year high school algebra.

Corequisite: Those who do not pass the placement examination covering the fundamentals of trigonometry must enroll in Mathematics 7 concurrently with Mathematics 51.

Differential and integral calculus of the elementary functions and relations, including the derivative, computation of derivatives, the integral, the fundamental theorem of calculus, techniques of integration, applications of derivatives and integrals, infinite series, elementary differential geometry.

76. SET THEORY AND LOGIC

2 hours

Prerequisite: Mathematics 52, or Mathematics 5 and permission of instructor.

An introduction to some of the basic ideas, terminology, and notation of logic and sets. The concept of a mathematical proof will be emphasized.

82. STATISTICS

3 hours

Prerequisite: Two units of high school algebra or Mathematics 5 or 36.

Elementary probability, organization and analysis of data, the binomial, normal, Student's t , and chi-square distributions, sampling, hypothesis testing, nonparametric statistics, regression and correlation.

91. CALCULUS III

4 hours

Prerequisite: Mathematics 52.

Multivariate calculus, including the geometry of space, limits and continuity of functions of several variables, partial and directional derivatives and their applications, multiple integrals and their applications; elementary differential equations.

111. DIFFERENTIAL EQUATIONS

3 hours

Prerequisite: Mathematics 91.

Classification and solution of common types of ordinary differential equations. Applications to problems arising in the physical sciences.

112. TOPICS OF APPLIED MATHEMATICS

3 hours

Prerequisite: Mathematics 111.

Partial differential equations, Fourier series, boundary value problems, Bessel functions, Legendre polynomials. Taught only upon sufficient demand.

***121:122. ADVANCED CALCULUS**

6 hours

Prerequisite: Mathematics 91. Mathematics 76 recommended.

Introduction to point set topology, continuity, uniform continuity, properties of derivatives and integrals, convergence, uniform convergence, sequences of functions, and infinite series. This course is taught in alternate years.

136. GEOMETRY

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

Advanced study of the basic concepts of Euclidian geometry, including the incidence and separation properties of planes and space, measurement functions, congruence from both the metric and synthetic approach, geometric inequalities, the parallel postulate, area theory, constructions with ruler and compass; introduction to Riemannian and hyperbolic geometry and their models. This course is taught in alternate years.

***142. MATHEMATICAL STATISTICS**

3 hours

Prerequisite: Mathematics 91

Probability as a mathematical system, random variables and their distributions, topics in statistical inference including sampling, estimation of parameters, hypothesis-testing, regression. This course is taught in alternate years.

146. COMPLEX VARIABLES

3 hours

Prerequisite: Mathematics 91. Mathematics 76 recommended.

An introduction to the theory of analytic functions of a complex variable, including mappings by elementary functions, complex integration, the Cauchy-Goursat theorem, Cauchy's integral formula, power series, Laurent series, the theory of residues, and conformal mapping. Taught in alternate years.

151. ALGEBRAIC STRUCTURES

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

The structure of groups, rings, integral domains and fields. This course is taught in alternate years.

152. LINEAR ALGEBRA

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

Finite dimensional vector spaces over a field and the attendant concepts of systems of linear equations, matrices, determinants. This course is taught in alternate years.

MODERN LANGUAGES

191. INDEPENDENT STUDY

1-2 hours

Prerequisite: Approval by department chairman.

Individual reading and problem solving in a field chosen in consultation with an instructor.

Edu. 167. SPECIAL METHODS OF TEACHING MATHEMATICS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

MODERN LANGUAGES

Robert Morrison, Rudolf Aussner, Helmut Ott

Southern Missionary College makes available to its students a well-rounded program in language instruction through the media of the classroom, the language laboratory, and extension school studies. A modern language laboratory provides the student with a realistic approach to gaining skill in the language of his choice while on the campus of Southern Missionary College.

Major—German or Spanish: Thirty hours excluding course 1:2, but including course 93:94.

Minor—German, Spanish, or French: Eighteen hours excluding course 1:2, but including course 93:94 and six hours of upper-biennium courses.

GERMAN

1:2. ELEMENTARY GERMAN

8 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required. No credit will be allowed for elementary modern language if credit has already been received for it at the secondary level.

93:94. INTERMEDIATE GERMAN

6 hours

Prerequisite: Entrance by standardized examination at required level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises. Laboratory work is required. The second semester, if enrollment permits, there will be two sections: a. Literary Program, b. Science Readings.

117. COMPOSITION AND CONVERSATION

3 hours

Prerequisite: German 93:94 or equivalent.

An intensive course aiming at proficiency in understanding and speaking, at a practical knowledge of stylistics, and at ability in free composition. (Not open to German-speaking nationals.)

120. GERMAN CULTURE AND CIVILIZATION

3 hours

The literary, artistic, intellectual, social, religious, economic, and political scene of present-day Germany, with a study of its development from the recent past.

123, 124. SURVEY OF GERMAN LITERATURE

6 hours

A prerequisite for all subsequent literature courses; history and development of German literature; reading of representative works. This course is offered in alternate years.

132. GERMAN LITERATURE OF THE AGE OF ENLIGHTENMENT

2 hours

Foreign (French) and philosophical background of the period, changing attitudes in life and literature. Anacreontic poets. Young Goethe, Wieland, and Lessing. This course is offered in alternate years.

***134. GERMAN ROMANTICISM**

2 hours

The poetry and prose of outstanding writers of this period, from Holderlin to Heine. This course is offered in alternate years.

137. THE GERMAN LANGUAGE

2 hours

Prerequisite: German 93:94. Recommended: German 117.

Introduction to the history and development of the German language. This course is offered in alternate years.

***161. CONTEMPORARY GERMAN LITERATURE**

2 hours

A course dealing with the different literary schools and periods from Naturalism to the Aftermath of World War II (Naturalism, Impressionism, and the related trends of Neoromanticism and Neoclassicism, Expressionism, and the Neo Matter-of-Factness, Literature and National Socialism (1933-1945), Aftermath of World War II). This course is offered in alternate years.

***162. GERMAN CLASSICISM**

2 hours

A course offering a comparison of Goethe and Schiller, Goethe's Classical Period (1787-1805), Schiller's Classical Period (1787-1805), and Goethe's Old Age (1805-1832). This course is offered in alternate years.

***164. GERMAN SHORT STORIES**

2 hours

A course giving the student a survey of German short stories from Goethe's death (Romanticism) to the present. This course is offered in alternate years.

197. DIRECTED READINGS IN GERMAN LITERATURE

4-6 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to German majors, or minors with the approval of the department head.

SPANISH**1:2. BEGINNING SPANISH**

8 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required. No credit will be allowed for elementary modern language if credit has already been received for it at the secondary level.

93:94. INTERMEDIATE SPANISH

6 hours

Prerequisite: Entrance by standardized examination at a required level. Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts; oral and written exercises. At the discretion of the department, this course may be closed to Spanish-speaking persons with three credits in Secondary Spanish. Laboratory work is required.

117. COMPOSITION AND CONVERSATION

3 hours

Prerequisite: Spanish 93:94 or equivalent.

Development of skill in speaking, understanding, and writing idiomatic Spanish. (Not open to Spanish or Latin-American nationals.)

***120. HISPANIC CULTURE AND CIVILIZATION**

3 hours

Prerequisite: Spanish 93:94 or equivalent.

The social, religious, political, economic, artistic, and intellectual scene in the Spanish-speaking world.

123, 124. SURVEY OF SPANISH LITERATURE

6 hours

Prerequisite: Spanish 93:94 or equivalent.

History and development of Spanish literature; reading of representative works. This course is offered in alternate years.

127. SPANISH LINGUISTICS

3 hours

Prerequisite: Spanish 93:94 or equivalent. Recommended: Spanish 117.

Introduction to the morphological, syntactic and phonemic structure of the Spanish

MUSIC

language. Practice in sounds, intonation, and transcription; remedial pronunciation drills. This course is offered in alternate years.

***133, 134. SURVEY OF SPANISH-AMERICAN LITERATURE**

6 hours

Prerequisite: Spanish 93:94 or equivalent.

History and development of Spanish-American literature; reading of representative works. This course is offered in alternate years.

***145. THE GOLDEN AGE OF SPANISH LITERATURE**

3 hours

Prerequisite: Spanish 93:94 or equivalent.

A study of the Classical Period of Spanish literature. This course is offered in alternate years.

197. DIRECTED READINGS IN SPANISH LITERATURE

4-6 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to Spanish majors, or minors with the approval of the department head.

FRENCH

1:2. BEGINNING FRENCH

8 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required. No credit will be granted for elementary modern language if credit has already been received for it at the secondary level.

93:94. INTERMEDIATE FRENCH

6 hours

Prerequisite: Entrance by standardized examination at required level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises. Laboratory work is required.

117. COMPOSITION AND CONVERSATION

3 hours

Prerequisite: French 93:94 or equivalent.

Development of skill in speaking, understanding and writing idiomatic French.

120. FRENCH CULTURE AND CIVILIZATION

3 hours

Prerequisite: French 93:94 or equivalent.

The literary, artistic, intellectual, social, religious, economic and political scene of present-day France, with a study of its development from the recent past.

123, 124. SURVEY OF FRENCH LITERATURE

6 hours

Prerequisite: French 93:94 or equivalent.

History and development of French literature; reading of representative works. This course is offered in alternate years.

127. FRENCH LINGUISTICS

3 hours

Prerequisite: French 93:94 or equivalent.

Introduction to the morphological, syntactic and phonemic structure of the French language. Practice in sounds, intonation, and transcription; remedial pronunciation drills.

Edu. 167. SPECIAL METHODS OF TEACHING MODERN LANGUAGES

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction; planning, testing, and evaluating student performances; the survey and evaluation of textbooks.

MUSIC

Marvin L. Robertson, Dorothy Ackerman, Bruce Ashton, Orlo Gilbert, John McClarty, James McGee, Don Runyan, Stanley Walker

The Department of Music offers two degrees; the Bachelor of Music degree in music education and the Bachelor of Arts degree in music.

ADMISSION REQUIREMENTS:

Music majors must fulfill all the general admission requirements of the college. In addition a prospective music major is required to take written and aural entrance examinations in music theory and a performance examination in the applied concentration. To obtain Freshman standing as a music major the student must qualify for Music Theory 45 and Applied Music 51.

Further information regarding the entrance examinations may be obtained by writing the chairman of the music department.

GENERAL REQUIREMENTS:

Functional Piano: All music majors must pass an examination in functional piano which includes the playing of hymns, scales, triads, arpeggios, several moderately easy compositions and accompaniments, and the harmonization of simple folk melodies. The functional piano examination should be passed during the first week of the first semester in residence or the student must register for applied piano instruction. Applied music courses 9 and 109 are designed to help the student reach the required level of proficiency.

Applied Music Credit: One semester hour of credit will be allowed for 14 half-hour lessons with a minimum of five hours of practice per lesson. Applied music grades are assigned by a jury examination at the end of each semester.

Concert and Recital Attendance: A music major must attend 12 approved concerts per semester. Failure to meet this requirement will lower the student's applied music grade and possibly result in probationary status as a music major.

Music Ensemble Participation: All music majors are required to participate in a music ensemble every semester in full-time residence.

Senior Recital: The candidate for the Bachelor of Music degree or the Bachelor of Arts degree will present a senior recital. Upon music faculty approval the senior recital requirement may be partially fulfilled through a conducting or chamber music performance.

A faculty audition of the complete program must be scheduled at least four weeks before the recital date. Unsatisfactory performance at this audition will result in a rescheduling of the recital date.

JUNIOR STANDING:

Music majors must apply for Junior standing at the end of the sophomore year. The requirements for Junior standing are as follows:

- a. An overall grade point average of 2.0.
- b. A grade point average of 2.5 in all music courses.

MUSIC

- c. Completion of the functional piano requirement.
- d. Completion of Music Theory 45:46, 47:48.
- e. Completion of four hours of Applied Music 51 or equivalent.

Faculty evaluation of the application for Junior standing will result in the student receiving one of the following classifications: a. Pass, Bachelor of Music; b. Pass, Bachelor of Arts; c. Probation; d. Fail, Junior standing requirements must be met at least two semesters before graduation.

BACHELOR OF MUSIC CURRICULUM:

The Bachelor of Music degree in music education prepares the student to meet basic state and denominational certification requirements. Each student will be responsible to determine the additional courses that may be required for certification in the state of his choice. This information can be obtained at the Office of Admissions and Records or the Department of Education

Students who desire State of Tennessee certification must take four additional hours of professional education.

The following general education requirements apply only to students pursuing a Bachelor of Music degree:

Humanities	4 hours
Health & Physical Education (including 53 and 2 hours of activities courses)	4 hours
Language Arts: English 1:2; Speech, or Literature elective	8 hours
Religion: Including two of the three following: 10, 50, and 105	12 hours
Science and Math: Including 6 hours of lab science	9 hours
Social Science, including History 1, 2 & Sociology 82	10 hours

Bachelor of Music in Music Education Degree Requirements:

Music Theory: including 45:46; 47:48; 95:96; 97:98 (instrumental emphasis must take 141)	19 hours
Music Ensemble	8 hours
Music History 125:126	8 hours
Conducting: 181	4 hours
Music Education: 136	2 hours

Additional Requirements for the Music Education Degree:

(Choral Emphasis)

Applied Music Concentration (piano, organ, or voice) ..	12 hours
Applied Music Secondary (selected in consultation with advisor)	4 hours

Music Education: including pedagogy in the applied concentration and two of the following: 33, 34, 35. (Voice majors must include 33)	6 hours
Education 21, 166, 167, 173, 191 and Psy. 112	18 hours

*Additional Requirements for the Music Education Degree:
(Instrumental Emphasis)*

Applied Music concentration (brass, woodwinds, strings, piano or organ)	12 hours
Applied Music Secondary selected in consultation with advisor. Preparation to meet deficiencies in the functional piano requirement may not be applied to the Applied Music Secondary.	4 hours
Material and Techniques 34, 35 (Piano and organ majors must also take the Pedagogy course in the Applied Music Concentration)	4-6 hours
Education: including 21, 166, 167, 173, 191 and Psy. 112	18-20 hours

BACHELOR OF ARTS CURRICULUM:

The Bachelor of Arts in music is a non-professional degree designed to give the student a broad understanding of the musical heritage of man. This degree consists of 40 hours including 14 upper biennium. Courses must include the following:

Music Theory including 45: 46; 47:48; 95:96; 97:98	19 hours
Music History including 125:126	8 hours
Applied Music Concentration 51 and 151	8 hours
Ensembles	5 hours

A student must complete all general education requirements of the college.

The foreign language required is either French or German. Through careful planning a student may fulfill state certification requirements within four years.

MUSIC MINOR

Music Minor: Eighteen hours including the following:

Music Theory 45:46	6 hours
Music History 125:126	8 hours
Applied Music Concentration 51	4 hours

Applied Music grades are assigned by a jury examination at the end of each semester.

MUSIC

MUSIC THEORY

- 2. INTRODUCTION TO MUSIC THEORY** 2 hours
A study of the rudiments and basic vocabulary of music theory. Does not apply toward a music major or minor.
- 45:46. MATERIALS AND ORGANIZATION OF MUSIC I AND II** 6 hours
Prerequisite: Music 2 or examination.
A study of the elements which render music of all periods aurally and visually comprehensible, within simple forms and a variety of textures from one to four voices.
- 47:48. APPLIED KEYBOARD AND MUSIC READING SKILLS, I AND II** 2 hours
Keyboard and sight-singing applications of the materials introduced in Music 45:46. (Music majors must take this concurrently with Music 45:46.)
- 95:96. MATERIALS AND ORGANIZATION OF MUSIC III AND IV** 6 hours
Prerequisite: Music 45:46.
An expanded and intensified study of the structure of music as begun in Music 45:46. In Music 96, contemporary music is emphasized.
- 97:98 APPLIED KEYBOARD AND MUSIC READING SKILLS, III AND IV** 2 hours
Keyboard and sight-singing applications of materials studied in Music 95:96. Music majors must take this concurrently with Music 95:96.
- 141. ORCHESTRATION AND ARRANGING** 3 hours
Prerequisite: Music 45:46.
The ranges, capabilities and limitations, transpositions of orchestra and band instruments. Idiomatic scoring of short works for vocal and instrumental chamber groups, small orchestra and band. Performance of exercises and analysis of scores is emphasized.
- 177. ANALYSIS OF MUSIC FORM** 3 hours
Prerequisite: Music 95:96, or permission of instructor.
An analytical study of musical structure from the smallest units of form to the more complex music of all historical periods.

MUSIC HISTORY

- 125:126. HISTORY OF MUSIC** 8 hours
Prerequisite: Music 45:46 or permission of instructor.
A study of music literature from antiquity to the present, cultural backgrounds, development of music form and style, analysis of representative masterworks from each major period of music history. Two listening periods per week are required.

CHURCH MUSIC

- 65. MINISTRY OF MUSIC** 3 hours
A study of the rudiments of music, methods of conducting congregational singing, and principles and standards of music for the church.

MUSIC EDUCATION

- 33. SINGERS DICTION** 2 hours
A study of the correct pronunciation of Italian, German, French, and English.

34. STRING MATERIALS AND TECHNIQUES

2 hours

A study of the stringed instruments in class and a survey of teaching materials for class and private instruction.

35. WIND MATERIALS AND TECHNIQUES

2 hours

A study of tone production, embouchure, fingerings, practical pedagogic technique and simple repairs. A survey of the literature for the instruments and evaluation of teaching methods.

130. PIANO PEDAGOGY

2 hours

Prerequisite: Music 52r or equivalent.

Methods, materials and procedures for private and class piano instruction; planning a complete program for pupils on various grade levels including technic, repertoire and musicianship.

131. ORGAN PEDAGOGY

2 hours

Prerequisite: Music 52r or equivalent.

Methods, materials and procedures for instruction in organ; accompaniment of church services; registration of organ literature on various types of organs.

132. VOICE PEDAGOGY

2 hours

Prerequisite: Music 52r or equivalent.

Methods, materials and procedures for private and class voice instruction; testing and classification of voices; physiological and psychological problems of voice production and diction.

136. SUPERVISION OF SCHOOL MUSIC

2 hours

A study of the basic philosophies, methods, and materials related to the teaching of music in the elementary school. Observation of and participation in the campus school music program is required of all students. Open to music majors, minors, or by permission of the instructor.

Edu. 167. SPECIAL METHODS OF TEACHING MUSIC

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to Methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

APPLIED MUSIC**†5.6. GROUP INSTRUCTION**

2 hours

Group instruction in voice, piano, or orchestral instruments. This course is designed for the beginning student. See financial section for reduced fee information.

9. SECONDARY

1-4 hours

Private instruction in voice, piano, organ, or orchestral instrument.

109. SECONDARY

1-2 hours

Private instruction in voice, piano, organ, or orchestral instrument.

51. CONCENTRATION

1-4 hours

Prerequisite: Examination for Freshman standing.

Private instruction in voice, piano, organ, or orchestral instrument.

MUSIC

151. CONCENTRATION

1-8 hours

Prerequisite: Music 51 for four hours or equivalent.

Private instruction in voice, piano, organ, or orchestral instrument.

181. CONDUCTING TECHNIQUES

4 hours

This course is designed to give the music student the requisite skills for conducting choral and instrumental groups.

†Courses 5, 6; 9, and 109 are open to any student of the college as elective credit toward the B.A. or B.S. degree. The music major or minor may not apply these toward his applied music concentration. Students desiring to study organ must pass the Functional Piano Examination.

Courses 51 and 151 are courses primarily for the music major and minor, but they may be elected by anyone who passes the examination for freshman standing. Jury examinations are required with these course numbers.

The following performance areas may be studied: voice, piano, organ, violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, trombone, baritone, tuba, and percussion instruments.

MUSIC ENSEMBLES

Music ensembles are open to all college students through audition. Each music ensemble meets three periods per week and offers one hour credit each semester; regular attendance at rehearsals is required. Collegiate Chorale rehearses two periods per week as a separate organization and one period per week with the College Choir. A student may not enroll concurrently in Concert Band and Collegiate Chorale.

Course numbers 55 and 155 do not fulfill the music ensemble participation requirement for music majors except those taking a keyboard concentration. Music majors other than those taking a keyboard concentration, who wish Instrumental Ensemble credit must be registered concurrently in Concert Band or Orchestra.

Ensembles on campus are organized and sponsored by members of the music staff.

11, 111. CONCERT BAND

1-4 hours each

13, 113. ORCHESTRA

1-4 hours each

15, 115. COLLEGE CHOIR

1-4 hours each

17, 117. MALE CHORUS

1-4 hours each

19, 119. COLLEGIATE CHORALE

1-4 hours each

55, 155. INSTRUMENTAL ENSEMBLE

1-4 hours each

BACCALAUREATE PROGRAM OF NURSING

Chairman: Carl Miller

Faculty — Geneva Bowman, Zerita Hagerman, Kathy Hinson, Theresa Kennedy, Miriam Kerr, Jackie Kinsman, Christine Kummer, Doris Payne, Christine Perkins, Lana Roberts, Shirley Spears, Vivian Snyder, Joyce Thornton, Judy Winters.

The baccalaureate nursing curriculum is designed for individuals who desire to obtain the basic preparation needed to pursue a professional career in any of the various settings where contemporary nursing is practiced. In a diversity of clinical situations, students are provided the opportunity to develop knowledge and skill in assessing patient needs, in planning a course of action based on scientific principles and in leading out in the implementation of the plan designed for nursing intervention. Throughout the curriculum, focus is upon the patient as a member of a family and upon total family health within the community.

The program may be completed in four academic years. Residency is on the Collegedale campus except for the junior year, which is spent on the extension campus located in Orlando, Florida. Upon completion of all academic requirements, the graduate will receive a bachelor of science degree with a major in nursing and will be eligible to write qualifying examinations for state licensure.

ACCREDITATION

The baccalaureate degree program in nursing is fully accredited by the Board of Review for Baccalaureate and Higher Degree Programs of the National League for Nursing; is approved by the National League for Nursing to admit registered nurse students to the curriculum; is registered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing.

REGISTERED NURSE STUDENTS

Due to the diversity in educational backgrounds of nurses, it is necessary to consider each student individually with regard to his needs and required courses. The following general policies will apply:

Students:

1. must hold a current license to practice nursing.
2. may be required to take national standardized examinations before matriculating in nursing courses.
3. may take comprehensive challenging examinations in nursing to validate credit (see page 15). The Department reserves the

NURSING

right to limit the amount of nursing credit received by validation examination.

4. must complete all validating exams and Course 115 prior to matriculating for any other nursing courses.
5. must complete all or be currently enrolled in remainder of required cognate courses before permission will be granted to enroll in 166:167 and 180.
6. must repeat natural and behavioral science courses when past credit is no more recent than 12 years.

CURRICULUM

Major: Bachelor of Science in Nursing. Fifty-six hours including all courses listed in the bulletin except 192.

Academy, or high school physics (minimum grade of "C") is required. If a student is deficient in this area, Physics I may be taken concurrently with other lower division courses.

Students are expected at specified intervals during their academic program to take nationally accepted standardized exams. These exams aid in establishing a student's level of achievement.

Progress in the program is contingent upon:

1. Successful completion of courses in the major following a prescribed sequence with a grade of C or higher. A course in which a student is unsuccessful must be repeated before taking a more advanced course.

2. A grade of C or higher in the natural science courses. These courses must be completed prior to matriculating in upper division nursing.

Required General Education courses include the following:

Behavioral Sciences, including Psychology 1, 90; Sociology 20	11 hours
History (Selected from 1, 2, 53, 54)	6 hours
Humanities	4 hours
Language Arts, including English 1, 2; Speech 1, Literature	11 hours
*Physical Education (activity courses)	2 hours
Religion	12 hours
Natural Sciences, including Biology 11, 12; 22; 100; Chemistry 7:8	18 hours
Nutrition 2	2 hours
Electives (Must include a Fine Arts course)	6 hours

*Physical Education is not required of Registered Nurse Students.

- †27. INTRODUCTION TO PROFESSIONAL NURSING** 3 hours
An introduction to the comprehensive meaning of health and health care. The student is assisted in developing a beginning understanding of the role of the professional nurse, and the skills common to all areas of practice. This course is prerequisite to the nursing major.
- †57:58. PRINCIPLES OF NURSING PRACTICE** 6 hours
A course designed to teach broad concepts of patient response to illness and treatment and to assist in the development of skills needed in applying the principles from the physical, biological and social sciences as nursing efforts are made to assess needs; to plan and to provide appropriate patient care.
- †110. PHARMACOLOGY** 2 hours
A study of drugs, their effects and nursing implications.
- †115:116. CONCEPTS AND PRACTICE OF NURSING I AND II** 12 hours
The theory and practice of nursing in dealing with selected basic needs of man through the life span in promoting health, intervening in illness and assisting in the rehabilitation continuum.
- †124:125. CONCEPTS AND PRACTICE OF NURSING III AND IV** 12 hours
Continued theory and practice of nursing with added responsibilities in becoming increasingly self-directive in dealing with selected basic needs of man through the life span in promoting health, intervening in illness and assisting in the rehabilitation continuum. Stress is placed on leadership aspects of the nurse's role.
- 160. PUBLIC HEALTH SCIENCES** 3 hours
The study of current and emerging health problems and the utilization of community resources in meeting the health needs of the individual, the family and society in general. Includes basic concepts derived from the basic public health sciences of epidemiology, biostatistics, environmental sanitation and community organization.
- †166:167. COMMUNITY HEALTH NURSING** 10 hours
A course which includes concepts and practice of nursing intervention measures with emphasis on total family health within the community; and of nursing intervention for individuals and families who have experienced extreme emotional responses. This course combines Public Health and Psychiatric Nursing.
- †180. CONCEPTS AND PRACTICE OF COMPREHENSIVE NURSING** 5 hours
A course designed to provide the student an opportunity to further develop his ability to assume nursing leadership through a combination of self-directed study, seminars, and selected experiences.
- 185. HISTORY AND PHILOSOPHY OF CONTEMPORARY NURSING** 3 hours
A course designed to assist the student recognize the impact which historical events and current investigations have upon trends and the future of nursing.
- 192. INDEPENDENT STUDY** 1-3 hours
Prerequisite: Approval of departmental chairman.
Individual study in a field chosen in consultation with the instructor.

ASSOCIATE OF SCIENCE DEGREE PROGRAM OF NURSING

Chairman: Del LaVerne Watson

Faculty—Lorella Crago, Lenna Lee Davidson, Doris Davis, Ellen Gilbert, Maxine Page, Christine Shultz, Allene Wiesner.

NURSING

ACCREDITATION

The associate of science degree program is accredited by the National League for Nursing. It is registered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing. Graduates of the program meet the requirements for admission to take the state board test pool examinations for licensure as registered nurses.

PROGRAM

The entire Associate Degree Nursing Program is offered on the Collegedale Campus. Clinical experience in several hospitals and other community agencies is selected on the basis of student need and program objectives. There is close correlation of theory and practice.

During the summer following the freshman year, the student enrolls in three hours of general education. Either preceding or following this, the student will have six weeks of clinical experience in one of the Church related hospitals as arranged.

The graduate will be prepared to provide care which is common, recurring, controlled and immediate in nature.

COURSE REQUIREMENTS

Academy, or high school chemistry (minimum grade of "C") is required for admission to the program. High school chemistry is offered during the summer session.

Course Requirements—Associate of Science in Nursing. Thirty-five hours in nursing including courses 11, 12, 65, 66, 67, 68, and 79. An average of C is required for co-requisite courses and students are required to show satisfactory performance on general tests as designated by the department. General education courses include the following.

Biology 11, 12; 22	9 hours
English 1:2	6 hours
Home Economics 2	2 hours
Physical Education	1 hour
Psychology 1, 90	5 hours
Religion	6 hours
Sociology 20	3 hours
Electives	2 hours

†11. NURSING A I

5 hours

Co-requisites: Biology 12, Nutrition 2.

Orientation to the broad concepts of nursing, its heritage and role in our changing society. Maintenance of personal health and well-being is emphasized. The student learns to meet normal health needs of patients, to identify and solve nursing problems, and to apply techniques in giving individualized nursing care. Three hours lecture; two hours clinical experience.

†12. NURSING A II

8 hours

Co-requisites: Biology 22; Psychology 1.

A continuation of the principles of Nursing A I with emphasis on the nursing needs of ill persons and the role of the nurse as a member of the health team. Five hours lecture; three hours clinical experience.

***†65, 66. NURSING A III, IV**

10 hours

Co-requisite: Psychology 90.

Focuses on meeting basic human needs from birth through senescence, including the maternity cycle. Includes family centered care and emphasis in problem solving in a patient centered approach. Six hours lecture; four hours clinical experience.

***†67, 68. NURSING A V, VI**

11 hours

A study of the nursing needs of patients in all age groups with more complex nursing needs. The rehabilitative aspects of care and more advanced mental disorders are explored. In guided health agency experiences, the student develops increased ability to recognize situations which demand resourceful and imaginative thinking and to identify and seek solutions to individual patient needs. In addition, the student is oriented to the problems and responsibilities of the registered nurse as an individual practitioner, a member of the nursing profession and as a contributing member of the community. Six hours lecture; four hours clinical experience.

79. NURSING A VII

1 hour

Study of the influence of social, political, religious, health and scientific movements on the progress of nursing. Study of current concepts in nursing care. Orientation to the problems and responsibilities of the registered nurse as an individual practitioner, a member of the nursing profession and an active member of the community.

†Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three-hour period of weekly practice for one semester or approximately 18 weeks.

*Recorded grade at mid term.

OFFICE ADMINISTRATION

Richard Stanley, Eleanor Walker, Lucile White

Major: Thirty-six hours for the Bachelor of Science degree, including courses 15, 55, and 72. Business Administration 31, Data Processing 54, and Home Economics 61 are to be taken as cognate requirements. Business Administration 32, 71, 72, 155, 156; and Psychology 1 are highly recommended.

The general education requirements, with the exception of foreign language study, are the same as those listed for the Bachelor of Arts degree.

A student looking forward to service as a medical secretary should plan to take courses 73 and 119. Biology 11 and 12 should be taken as partial fulfillment of the general education natural science requirement. Office Administration 72 may be omitted in pursual of this program.

OFFICE ADMINISTRATION

Minor: Eighteen hours including six hours of upper division credit.

ASSOCIATE OF SCIENCE DEGREE IN OFFICE ADMINISTRATION

Two-Year Curriculum in Office Administration: Sixty-four hours are required for the Associate of Science Degree in Office Administration including Office Administration 15, 55, 61, 72, 76, and Business Administration 31; English 1-2; Physical Education including Health 3 hours; six hours of Religion; six hours of Social Science; and electives sufficient to make a two-year total of 64 semester hours.

A student who wishes medical emphasis in the Associate of Science Degree should plan to take courses 73 and 119. Biology 11 and 12 should be taken as partial fulfillment of the general education natural science requirement. Office Administration 72 may be omitted in pursual of this program.

9. SHORTHAND I

4 hours

Prerequisite: One year of high school typewriting. Typing speed of 35 words a minute.

Fundamental principles of Gregg Shorthand. Five class periods each week.

10. SHORTHAND II

4 hours

Prerequisite: Office Administration 9 or equivalent to one unit of high school shorthand. Office Administration 14 must be taken concurrently with this course unless the student has had the equivalent. Five class periods each week.

13. BEGINNING TYPEWRITING

2 hours

Five class periods each week. One hour laboratory a week is required. Basic keyboard fundamentals; development of manipulative techniques; development of speed and accuracy on straight copy material and problems; introduction to business letters; simple tabulation. For students with no previous training in typewriting. Students with one year of high school typewriting receive no credit. Thirty-five words a minute for 5 minutes is required.

14. INTERMEDIATE TYPEWRITING

2 hours

Prerequisite: Office Administration 13 or equivalent.

Three class periods each week. Two hour laboratory a week is required. Continuation of 13; improvement of basic skills; business letter production; tabulated reports; manuscripts; special business forms. Fifty words a minute for 5 minutes is required.

15. ADVANCED TYPEWRITING

2 hours

Prerequisite: Office Administration 14 or equivalent.

Three class periods each week. Two hour laboratory a week is required. Preparation of final copy from rough drafts; and typing of financial statements, and simple and complex statistical and similar tables, and direct process duplicators. Sixty words a minute for 5 minutes is required.

55. INTERMEDIATE SHORTHAND AND TRANSCRIPTION

5 hours

Prerequisites: Office Administration 10 and 15.

Skill building in shorthand with emphasis on rapid transcription of shorthand notes. Letter-writing problems are discussed with mailable transcripts as the ultimate goal. Ten class periods per week.

- 61. VOICE TRANSCRIPTION** 3 hours
Prerequisite: Freshman Composition; Intermediate Typewriting or the equivalent.
A course in the operating of voice-writing equipment emphasizing business English, mailable transcription, and the IBM Executive typewriter.
- 62. ADVANCED VOICE TRANSCRIPTION** 2 hours
Prerequisite: Voice Transcription 61
An advanced course in operating voice-writing equipment in emphasizing mailable transcriptions.
- 72. OFFICE ADMINISTRATION PROCEDURES** 3 hours
Prerequisite: Consent of instructor.
A study of filing systems, grooming, business ethics, and various procedures used by a secretary.
- 73. MEDICAL OFFICE ADMINISTRATION PROCEDURES** 4 hours
Prerequisite: Consent of the instructor.
A study of filing systems, grooming, business and medical ethics, and procedures used by a medical secretary.
- 76. BUSINESS MACHINES** 2 hours
Prerequisite: Business Administration 31, or equivalent.
The theory of and practice in the application of the following office machines to accounting procedures; key-driven, printing and rotary calculators, full keyboard and ten-key adding machines, and electronic calculators.
- 119. MEDICAL TERMINOLOGY** 4 hours
Prerequisites: Office Administration 55, or equivalent.
A study of medical terms—their pronunciation, their spelling, and their meaning. Four class periods each week.
- 141. BUSINESS AND OFFICE MANAGEMENT** 3 hours
Major emphasis is placed on application of business management principles to the problems of the businessman and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.
- 146. BUSINESS COMMUNICATIONS** 3 hours
Prerequisite: English 1:2.
A study and application of the modern practices in oral and written business communications. Accuracy in grammar, spelling, and punctuation, and the writing of well-knit sentences and clear paragraphs are taught as a means of effective expression in business-letter writing.
- 169. SECRETARIAL SEMINAR** 3 hours
Practice in and discussion of general office procedures, transcription of letters and business reports from shorthand and from transcription machines, and the use of specialized business vocabularies.
- 170. THE LEGAL SECRETARY** 3 hours
Emphasis is given to studying the terminology and duties of a legal secretary. Pronunciation, spelling, and meaning of legal terms are emphasized. Transcription of mailable documents is stressed.
- 171. THE MEDICAL SECRETARY** 3 hours
Emphasis is given to studying the terminology and duties of the medical secretary. Pronunciation, spelling and meaning of medical terms are emphasized. Transcription of mailable documents is stressed.

PHYSICS

174. APPLIED OFFICE PRACTICE

1-2 hours

For Office Administration majors and prospective business teachers. This course is based on an activity program which provides practical experience in representative types of office situations. Students wishing emphasis in the medical office area will be placed in a medical organization to receive this experience.

181. PROBLEMS IN OFFICE ADMINISTRATION

1 or 2 hours

Prerequisite: Open only to seniors majoring in Office Administration.

Problems are assigned according to the experience and interests of the student.

Edu. 167. SPECIAL METHODS OF TEACHING BUSINESS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

PHYSICS

Ray Hefferlin, Henry Kuhlman

The department attempts to communicate to non-technical people that Physics is a worthwhile part of the human experience. This it does through its courses 1 and 126, and through making its exhibits, laboratories, and research work visible on the campus.

For technically-minded students, the department offers BS and BA majors and a minor.

Numerous innovations in teaching methods have been introduced by the department, among these being the use of the computer in SMC classes. Students in courses through 103 use existing software for homework and laboratory assignments and will be encouraged to write their own software. Students in courses 151 and beyond will be expected to write approximately three significant software programs per semester.

Major: Thirty hours for the Bachelor of Arts including courses 51:52; 53:54; 61:62; 101; and 126. Credit for course 126 may be applied on the religion requirements or on the major in Physics. Cognate requirements: either Introduction to Programming or Electronics (non-departmental). This degree exists for those whose interest in Physics is from a non-professional standpoint, or who are preparing for a field in the medical arts, or who plan to teach on the secondary level.

Major: Forty hours for the Bachelor of Science with a major in Physics including courses 51:52; 53:54; 61:62; 101; 126; 151; 161:162; 171:172; and a minimum of three hours of 183r. Credit for course 126 may be applied on general education religion requirements or on the major. Introduction to Programming 44 and Basic Electronics 70 (non-departmental) are cognate requirements. A Mathematics minor including Mathematics 112 or 146 is required.

Students planning to proceed with graduate work in Physics or employment in the profession should take the program leading to the Bachelor of Science degree, which is a research type degree. The following general education requirements for this degree apply only to students pursuing a Bachelor of Science degree in Physics.

Applied and Fine Arts	6 hours
Foreign Language (German or French Recommended)	6-14 hours
Humanities	4 hours
Language Arts, including English 1:2	8 hours
Physical Education and Health	4 hours
Religion, including 2 of the following: 10, 50, 105	12 hours
Social Science (including History 1, 2 or 53, 54)	9 hours

Minor: Eighteen hours including six hours of upper biennium.

1. INTRODUCTION TO PHYSICS AND SOCIETY

3 hours

A General education course stressing the concepts of physics, and their applications in human society, without mathematical derivations. Space travel, atomic weapons and nuclear power, lasers, population growth, the mobile-affluent society, and the environment. The laboratory emphasizes the use of computation devices and also observations from readily available items. Applies on natural science requirement. Does not apply on major or minor in physics. Two hours lecture, three hours laboratory each week.

51:52. GENERAL PHYSICS

6 hours

Prerequisite: Mathematics 51.

A general education course stressing the algebraic and trigonometric treatment of mechanics, heat, sound, light, electricity and magnetism, and "modern physics." Applies on the basic science requirement as a non-laboratory science if taken alone, and as a laboratory science if taken with Physics 61:62.

53:54. EXTRA HOUR OF GENERAL PHYSICS

2 hours

Prerequisite: Concurrent or previous enrollment in Physics 51:52; and Mathematics 52.

One class period per week on advanced problems and derivations based upon General Physics.

61:62. GENERAL PHYSICS LABORATORY

2 hours

Prerequisite: Previous or concurrent enrollment in Physics 51:52.

Laboratory experience designed to illustrate the material in lectures, to familiarize the student with useful measuring apparatus, and to encourage a systematic development of scientific curiosity, caution, and method.

*100. ASTROPHYSICS

3 hours

Prerequisites: Physics 52 concurrently.

Optics, behavior of plasmas, spectroscopic techniques used by astronomers and laboratory astrophysicists. This course is designed to qualify the student to participate in the departmental research program. Considerable reading of the scientific literature in the field. The student will have opportunity to use computer software to compute blackbody functions, plasma temperatures, and plasma equilibrium abundances.

101. ELEMENTARY MODERN PHYSICS

3 hours

Prerequisite: Physics 51:52; Mathematics 52.

Continuation and conclusion of Physics 51:52. Relativity, quanta, atomic structure, nuclear properties and radiations, nuclear power, and wave mechanical calculations in one dimension. This course is designed with the needs of chemistry,

PHYSICS

biology, mathematics and computer science students in mind. The student will use computer programs for relativistic motion, for nuclear decay, and for atomic wave functions. Three hours lecture per week.

***102. PHYSICAL OPTICS**

3 hours

Prerequisite: Physics 51:52; Mathematics 91.

Refraction, reflection, interference, and absorption of light are discussed from the standpoint of the ray and especially of the wave theories of light.

103. KINETIC THEORY

3 hours

Prerequisites: Physics 53:54, Math. 91.

Many properties of gases, liquids, and solids are derived from the assumption that matter is composed of small particles in motion. Three hours lecture each week.

126. ISSUES IN PHYSICAL SCIENCE AND RELIGION

2 or 3 hours

Prerequisite: One year of high school physics or chemistry or one semester of college physics or chemistry.

Issues in modern physical science including "heat death of the universe," "free will of matter," "annihilation and creation of matter," and the difficulty in visualizing recent models of matter. Evolutionary naturalism as a very current viewpoint. Axiomatics. This course applies to the general education requirement for Science and Mathematics, or Religion. This course may also apply toward a Religion or Physics major or minor. No lab required. When taken through the WSMC School of the Air, this course carries two hours credit.

151:152. ANALYTIC MECHANICS

6 hours

Prerequisites: Physics 101, Math. 111.

The motion of a particle in gravitational and other classical fields is attacked using the techniques of differential equations. In the second semester, the behavior of systems of particles, solids, and liquids are discussed. Special functions, vector theorems, transforms, and tensors are introduced as needed. Students will be expected to write software to display solutions to mechanical systems from a numerical point of view and from a special functions point of view.

161:162. ELECTRICITY AND MAGNETISM

6 hours

Prerequisites: Physics 101, Math. 111.

Analysis of electrical circuits. Electrostatic and magnetostatic fields, and the motion of charges therein. Maxwell's equations and the consequent prediction of electromagnetic waves. Applications to modern atomic and nuclear theory are stressed. Complex mapping, vector theorems, transforms, and special functions will be used after being introduced or reviewed. Computer programs will be written for special functions and for particle orbits.

***171:172. ADVANCED MODERN PHYSICS**

6 hours

Prerequisites: Physics 101; Mathematics 111; Concurrent enrollment in any two of Physics 151:152 or 161:162 or Mathematics 112 or 146.

An advanced treatment of atomic and nuclear physics, elementary particles, wave mechanics, relativity, and other topics on the frontiers of physics.

183r. ADVANCED LABORATORY, PROBLEMS, AND RESEARCH

1-2 hours

Prerequisites: Consent of instructors; Physics 102 concurrently for 1 hour optics option; Physics 161:162 concurrently for 2 hour Electricity and Magnetism option; Physics 92 concurrently for more than 1 hour option in spectroscopy research; Physics 171:172 concurrently for 2 hour Modern Physics option; Physics 76 for 1 hour option in issues in science and religion. Course may be repeated for credit up to six hours.

Edu. 167. SPECIAL METHODS OF TEACHING PHYSICS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

RELIGION

Douglas Bennett, Robert Francis, Frank Holbrook, Herman Ray, Smuts van Rooyen, Ronald Springett

The major offered by the Division of Religion serves several categories of students at Southern Missionary College. It serves candidates for the ministry of the Seventh-day Adventist Church, providing the undergraduate academic preparation for the Theological Seminary of Andrews University, Berrien Springs, Michigan. The major in religion also serves students who may be preparing for secondary teaching, for the Bible Instructor program, for the work of Chaplain's Assistant, for work as residence hall deans in denominational institutions, and those who may be preparing for various professions, such as medicine, dentistry, and law.

Major—Religion: Thirty hours in the categories designated Bible and Religion including Bible 10; 105; 131, 132; 151, 152; Religion 50 and 192, and Physics 126.

Major—Religion with Teaching Emphasis: Thirty hours in the categories designated Bible and Religion including Bible 10; 161; 131, 132; 151, 152; Religion 50 and 192.

Greek 31:32; 101:102 is required. Ministry of Music 65 and History of the Christian Church 155, 156 is recommended to discharge General Education requirements in Fine Arts and Social Sciences. A Speech minor including Homiletics 119:120 is recommended.

Students desiring to prepare for secondary teaching should work closely with the Education Department in meeting certification requirements. A sequence schedule of required and recommended courses is available in the Department of Religion.

Major—Ministerial Emphasis: The candidate for the ministry will pursue the following major, required interdepartmental minor, and adapted General Education subjects in order to meet the admission requirements of the Seventh-day Adventist Theological Seminary.

Students looking toward the ministry must make application to the Ministerial Recommendations Committee in the middle of the second semester of his sophomore year. Information and application forms for such purposes will be supplied by the Department of Religion. The favorable action of the Ministerial Recommendations Committee will be prerequisite to acceptance and/or sponsorship to the Theological Seminary, or to appointment to field responsibility in the ministry of the Seventh-day Adventist Church.

Ministerial students interested in inner city programs from a "better living" approach are advised to take Home Economics 2 (Nutrition) and Religion 85 (Health Evangelism). These courses together with the required Health and Physical Education 53 (Health and Life) and

RELIGION

Sociology 82 (Marriage and the Family) will furnish basic perspectives and skills.

Thirty hours in Bible and Religion including Bible 10; 131, 132; 151, 152; 161; Religion 50 and 192.

Minor—Applied Theology:

Psychology 80, or 112 (112 for secondary certification)	3 hours
Speech 113, 117, or 118	3 hours
Applied Theology 119:120 (Homiletics)	4 hours
Applied Theology 73 (Personal Evangelism)	2 hours
Applied Theology 170 (Pastoral and Evangelistic Ministry)	4 hours
Education 142 (School Organization and Administration)	2 hours

General Education Subjects: (For Ministerial Students only.)

Applied Arts (Accounting 31 or Introduction to Business 41)	3 hours
Music 65 (Ministry of Music)	3 hours
College Composition	6 hours
Foreign Language (Greek 31:32; 101:102)	14 hours
Introduction to Public Speaking (Speech 1)	2 hours
Humanities	4 hours
Literature	3 hours
Physical Education and Health	4 hours
Science and Mathematics (including 6 hrs. lab. courses)	12 hours
Social Science	17 hours

15 hours of history, including courses 1, 2 (Survey of Civilization); 155, 156 (History of the Christian Church); 3 hours History elective; and Sociology 82 (Marriage and the Family).

Bible Instructors: Women students preparing to serve as Bible Instructors will take the 30-hour Religion ministerial emphasis major and should select minors in such areas as Home Economics, Music, or the Behavioral Sciences. Greek may be elected as meeting the foreign language requirement. A schedule of recommended courses is available upon application to the Department of Religion.

Minor—Religion: Eighteen hours in Bible and Religion, six of which must be taken in the upper biennium.

Optional Minors: Due to the arrangement of required subjects for the ministerial student, two additional minors may be easily obtained if desired.

Biblical Greek: Eighteen hours including Biblical Languages 31:32; 101:102; and 180: 181.

History: Eighteen hours including either (a) History 1, 2; 51; 132; 155, 156; or (b) History 1, 2; 53, 54; 155, 156.

Summer Field Programs: The major feature of the summer field programs of the Department of Religion is the evangelism field school conducted under the auspices of the Department and offering 4 hours of credit in the course, Pastoral and Evangelistic Ministry, 170.

Additional programs for the individual student and student teams may be available by recommendation of the Department of Religion to the several conferences of the Southern Union Conference territory.

Details concerning the field school and the associated programs and application forms for the same, are available through the Department of Religion.

BIBLE

10. TEACHINGS OF JESUS

3 hours

A study of the basic teachings of Christianity which provide a point of reference for contemporary issues.

20. OLD TESTAMENT STUDIES

3 hours

A chronological study of the Old Testament with particular emphasis upon God's relationship to ancient and spiritual Israel. Especially recommended for those with limited knowledge in Biblical backgrounds. Not open to those who have taken Bible Survey.

105. GREAT THEMES OF DANIEL AND REVELATION

3 hours

A study of prophetic literature which pertains to the end of the age and the consummation of the Christian hope. Not open to those who have taken Eschatology.

131, 132. OLD TESTAMENT PROPHETS

6 hours

A survey of the major and minor prophets of the Old Testament including a background of their lives and teaching, with the application of their messages for modern man.

151, 152. PAULINE EPISTLES

6 hours

An exegetical study of the Pauline epistles in the order of their composition, including a background survey of the book of Acts.

161. DANIEL AND REVELATION

5 hours

Prerequisite: History 1, 2 or 131, 132.

A study of the prophecies and symbolism of the books of Daniel and Revelation including a survey of their backgrounds and historical settings. Open to ministerial and Bible Instructor candidates only, preferably following completion of courses in Biblical Greek.

RELIGION

50. FOUNDATIONS OF THE ADVENT MOVEMENT

3 hours

A study of the world-wide advent emphasis of the early nineteenth century and the subsequent development of the Seventh-day Adventist church and faith, and of the contributory role played by the spiritual gift of prophecy in its development.

RELIGION

150. SANCTUARY AND ATONEMENT

3 hours

The study of the underlying principles of the plan of salvation as revealed in the sanctuary services of the Old Testament.

155. CHRISTIAN PHILOSOPHY

3 hours

An examination and defense of the Christian philosophy in the setting of current philosophical trends.

157. COMPARATIVE RELIGIONS

3 hours

Theological study of the major Christian and non-Christian religions of the world, including a survey of the history and the distinctive characteristics of each.

184. ESCHATOLOGY

3 hours

A study of the concepts in prophetic literature that pertain to the end of the world and the consummation of the Christian hope.

192. CHRISTIAN THEOLOGY

4 hours

Prerequisite: Bible 10.

An introduction to theology designed to give the pre-seminary student a foundational base for advanced study in the area of systematic theology. Open to religion majors only.

APPLIED THEOLOGY

73. PERSONAL EVANGELISM

2 hours

A study of methods, and development of the art of presenting Bible instruction to individuals and small groups.

85. HEALTH EVANGELISM

3 hours

A training course in practical nursing care, hydrotherapy, and health education with a survey of city agencies and resources available to the public. Recommended for those interested in inner-city evangelism from a health viewpoint.

119:120. HOMILETICS

4 hours

Prerequisites: Speech 1 and Speech 113, 117, or 118.

Training in the preparation and presentation of the various types of talks and addresses the Christian worker or preacher is called upon to give. One hour lecture and two hours laboratory each week.

170. PASTORAL AND EVANGELISTIC MINISTRY

4 hours

A study of the methods and principles of pastoral and evangelistic ministry. This course is available both during the regular academic year and also in connection with the summer Field Schools of Evangelism.

BIBLICAL LANGUAGE

31:32. ELEMENTS OF NEW TESTAMENT GREEK

8 hours

A study of the grammar and syntax of the vernacular *koine* Greek of New Testament times, with readings in the Epistles of John.

101:102. INTERMEDIATE NEW TESTAMENT GREEK

6 hours

A course in advanced studies, grammar and syntax of *koine* Greek with translation of readings from the Gospel of John, the Synoptics and the Pauline Epistles.

180:181. GREEK EXEGESIS

4 hours

Prerequisite: Greek 101:102.

A course in exegesis of selected passages from the Synoptic Gospels, Pauline and General Epistles, based on a grammatical and syntactical analysis of the original text with an introduction to textual criticism.

SPECIAL RELIGION COURSES OFFERED ON EXTENSION CAMPUS**54. PRINCIPLES OF SPIRITUAL THERAPY AND WORLD RELIGION**

2 hours

An understanding and use of the basic principles of Christianity as taught and applied in the medical ministry of Christ. A survey of the non-Christian religions with a more detailed study of the major Christian religions emphasizing how a knowledge of these beliefs may assist in professional relationships.

95. PERSONAL EVANGELISM

2 hours

Basic Bible truths and methods of sharing these truths effectively with others are studied with special consideration given to recognizing and developing opportunities for spiritual ministry in Christian nursing service.

Edu. 167. SPECIAL METHODS OF TEACHING BIBLE

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

NON-DEPARTMENTAL COURSES

AVIATION

75. AVIATION FUNDAMENTALS

2 hours

LIBRARY SCIENCE

53. INTRODUCTORY REFERENCE AND BIBLIOGRAPHY

3 hours

The basic reference books and the techniques for finding information and research materials. Useful not only as an introduction to librarianship but also for the general student who desires to know how better to use the library.

54. ORGANIZATION OF LIBRARY MATERIALS

3 hours

The cataloging, classification, and preparation for the shelves of books; and the care and organization within the library of other kinds of library materials.

105. LIBRARY MATERIALS FOR CHILDREN AND YOUNG PEOPLE

3 hours

The composition of the school library collection; and the selection, appreciation, and presentation of books and other library materials that are particularly suited to the needs of children and also of materials that are particularly suited to the needs of young people.

156. SCHOOL LIBRARY ADMINISTRATION

3 hours

Prerequisites: Library Science 53, 54; or the permission of the instructor.

Designed to impart a practical knowledge of how to organize and administer a school library and how to relate the library to the needs of the pupils.

ELECTRONICS

70. BASIC ELECTRONICS

4 hours

Prerequisite: High school algebra and physics or equivalent.

A study of the basic principles of DC and AC circuits, filters, transducers solid state devices, power supplies, oscillators, amplifiers. Designed to be useful to those concerned with measurements as in the physical sciences and to the area of communications; assumes no previous study of electricity or electronics. Two hours lecture and five hours laboratory per week.

HUMANITIES

50. HUMANITIES

4 hours

An integrated study of Art, Literature, and Music as related to man's concern and aspirations.

READING

56. RAPID READING

2 hours

Prerequisite: Reading Techniques or permission of instructor.

A course designed to teach students how to comprehend material at rapid reading rates. The goal is to triple reading rate and improve comprehension.

COORDINATED EVANGELISM

50. COORDINATED EVANGELISM

2 hours

All students participating in the Coordinated Evangelism plan must fulfill the following conditions in order to receive two hours of lower division credit on a one time non-departmental basis:

NON-DEPARTMENTAL COURSES

1. Attend all the meetings of the one week training program which will precede eight weeks of literature evangelism.
2. Canvass at least 300 hours, not including the evangelistic effort.
3. Participate on a continuous basis in a two-week evangelistic effort under the supervision of the district pastor and conference ministerial secretary.

Students will receive a grade of CR or NC for the two hours of college credit but will pay regular tuition. There are to be no incompletes. The work is to be completed during the summer and prior to the student's enrollment at Southern Missionary College subsequent to the summer's work.

DEGREE IN MEDICAL TECHNOLOGY

Students interested in a career in medical technology should complete three years of college in residence and twelve months of clinical training at the Florida Sanitarium and Hospital, Orlando, Florida; the Baroness Erlanger Hospital, Chattanooga, Tennessee; Hinsdale Sanitarium and Hospital, Hinsdale, Illinois; Kettering Medical Center, Kettering, Ohio; or Madison Hospital, Madison, Tennessee. Upon completion of the clinical program, the degree Bachelor of Science with a major in Medical Technology is conferred.

Candidates for the Bachelor of Science degree from SMC with a major in Medical Technology must complete the following requirements:

Biology (Including 22, 47, 48)	16 hours
Chemistry (Including 11:12; 117, 122 highly recommended)	16 hours
Physics 51:52 and 61:62	8 hours
Mathematics 51	4 hours
History	6 hours
English (Including 1:2 and 3 hours Literature)	9 hours
Physical Education (activity)	2 hours
Religion (Including 3 hours upper division)	9 hours
Behavioral Science (upper division)	3 hours
Humanities	4 hours

The overall grade point average in the sciences required must be a minimum of 2.25. The total overall grade point average must be a minimum of 2.00. No more than four hours of "D" in a math or science area will be accepted. There must be a total of 96 semester hours with 27 upper division prior to the fourth year.

Students who wish to transfer to the Loma Linda University school of Medical Technology for their clinical training should consult the Loma Linda bulletin and follow its prescribed requirements. In such a case the B.S. degree will be conferred by Loma Linda University following completion of their clinical year.

PRE-PROFESSIONAL CURRICULA

Pre-professional and pre-technical curricula are offered in a wide variety of fields. Below are listed the curricula most frequently chosen. If other pre-professional programs are desired, faculty advisers are prepared to assist the student in working out a satisfactory sequence of courses needed to meet the admission requirements of the chosen professional school.

DENTISTRY

Although preference will be given to students with a broad academic experience, a minimum of two years of college work is required for admission to schools of dentistry. Students seeking admission to the Loma Linda School of Dentistry would do well to consider the advantages of a four year degree program. A minimum grade point average of 2.5 (C=2.00) should be maintained in both science and non-science courses. The following courses must be included to meet the minimum requirements for admission to the Loma Linda University School of Dentistry:

Beginning Language	8 hours
Biology 47, 48 and 145	11 hours
Chemistry 11:12; 113:114	16 hours
English 1:2	6 hours
Industrial Education 15	4 hours
Mathematics 51	4 hours
Physics 51:52 or 93:94; 61:62	8 hours
Physical Education	2 hours
Religion	8 hours

DENTAL HYGIENE

A career as a dental hygienist is of special significance to young women desiring employment as dental assistants. Students planning to take the Dental Hygiene program at Loma Linda University should take two years of college work (64 semester hours) including the following courses:

Biology 47, 48 and 22	11 hours
Chemistry 7:8 or 11:12	6 hours
English 1:2	6 hours
History 53, 54	6 hours
*Humanities (including 2 areas: Fine Arts, English, foreign language, philosophy, speech)	12 hours
Religion	6 hours
Physical Education 22	2 hours
Behavioral Science	6 hours

*Humanities may be selected from Art 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93:94.

LAW

The student interested in the study of law as a profession should become acquainted with the entrance requirements of various law schools. A free copy of the brochure entitled "Law School Admission Test" may be secured by writing to the Educational Testing Service, Box 944, Princeton, New Jersey 08540. This will make possible the planning of a pre-professional program which will qualify the student for admission to several schools. Although admission is granted by some schools to gifted students after three years of college, it is wise to plan a degree program with a major and minor preference in business administration (including accounting), economics, social science, mathematics or English. Certain courses recommended by all institutions include: American history, freshman composition, principles of economics, American government, creative writing, principles of accounting, English history, business law, speech, and mathematics.

The student is advised to obtain the booklet "Law Schools and Bar Admission Requirements" published by the Section of Legal Education and Admissions to the Bar, American Bar Association, 1155 East 60th Street, Chicago, Illinois, which provides information concerning the desired pre-professional backgrounds.

MEDICAL RECORDS LIBRARIANSHIP

Students who desire to obtain a Bachelor of Science degree in Medical Records Librarianship should complete two years of general education course work at Southern Missionary College and then proceed to Loma Linda University to concentrate on Medical Records Administration subjects during the junior and senior years. The pre-professional curriculum should include the following courses:

Freshman English	6 hours
Humanities (Select from at least two fields: Fine Arts, foreign language, literature, philosophy, and speech)	12 hours
Biology 11, 12	6 hours
Social Science: General Psychology, history, (personnel management and business administration strongly recommended). Select from: sociology, economics and geography	12 hours
Religion	6-8 hours
Electives sufficient to make a total of 64 hours.	

MEDICINE

Medical colleges, as a rule, require the completion of academic requirements for a baccalaureate degree. Along with the completion of stated admission requirements, a broad college program of liberal

PRE-PROFESSIONAL CURRICULA

education is preferred to give balance to professional studies and later service.

Applicants for admission to the Loma Linda University School of Medicine are expected to maintain a grade point average of at least 2.5 (C=2.00) in both science and non-science courses. The following courses must be included in the applicant's academic program.

Biology 47, 48	8 hours
Chemistry 11:12; 113:114	16 hours
English 1:2	6 hours
Mathematics 51, 52	8 hours
Physics 51:52; 61:62	8 hours
Religion	12-16 hours

OCCUPATIONAL THERAPY

Two years of college work are required for admission to the Loma Linda University School of Occupational Therapy. The Bachelor of Science degree is conferred by Loma Linda University upon completion of two additional years of professional training. The pre-professional curriculum should include the following courses:

Behavioral Sciences (including Psychology 1)	6 hours
Biology 47, 48	8 hours
Chemistry 7:8 or Physics 51:52 (with lab.) and Math	6-9 hours
English 1-2	6 hours
*Humanities (including Speech and one or more of the following: Fine Arts, English, foreign language, philosophy)	8 hours
Social Science: (including psychology and sociology	8 hours
Literature	3 hours
Physical Education	2 hours
Religion	6-8 hours

Information concerning occupational therapy opportunities, etc., may be obtained by writing the American Occupational Therapy Association, 250 West 57th Street, New York City 19, New York.

OPTOMETRY

The optometry program of study usually consists of a five-year curriculum, the first two years of which should be taken in an accredited college. The following courses which should be included in

*Humanities may be selected from Art 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93:94.

the two years' work will fulfill the entrance requirements for most colleges of optometry. The student, however, should check with the requirements of the school of his choice. A list of approved colleges may be secured by writing to The American Optometry Association, 4030 Chouteau Avenue, St. Louis 10, Missouri.

Biology 47, 48 and 22	11 hours
Chemistry 11:12	8 hours
English 1:2	6 hours
Mathematics 5, 51	4 hours
Physics 51:52; 61:62	8 hours
Psychology 1	3 hours
Religion	8 hours
Electives (should include courses in social science, literature, speech, fine arts, and additional hours in mathematics and biology).	14 hours

OSTEOPATHIC MEDICINE

Over the past several years numerous graduates of Seventh-day Adventist undergraduate colleges have attended the Kansas City College of Osteopathy and Surgery in full religious harmony, and now serve as physicians in local conference and foreign missions. The requirements for admission are:

- Baccalaureate degree
- Minimum of 2.4 (B-C) average
- M.C.A.T. and M.M.P.I. test results
- Chemistry (General, Qualitative, Organic) 13-18 hours
- Biology (Zoology, Embryology) 8 hours
- Physics, 8 hours
- English, 8 hours
- Electives as needed to complete the degree. Genetics, Statistics and Physical Chemistry will prove helpful if your program permits.

For detailed requirements and a college catalog write to 2105 Independence Avenue, Kansas City, Missouri 64124. For denominational information write to the Secretary-Treasurer of the National Association of Seventh-day Adventist Osteopathic Physicians (NAS-DAO), 8410 Willow Way, Raytown, Missouri 64138 or your Local, Union, or General Conference Medical Secretary.

PHYSICAL THERAPY

Two years of college work is required for admission to the Loma Linda University School of Physical Therapy. After the com-

PRE-PROFESSIONAL CURRICULA

pletion of two additional years of professional training, the Bachelor of Science degree is conferred by Loma Linda University. The following courses should be included in the pre-physical therapy curriculum to qualify for admission to L.L.U. Students not having had high school physics must enroll in college physical science.

Behavioral Sciences 1 and 20	6 hours
Biology 47, 48	8 hours
Chemistry 7:8, or 11:12	6 hours
English 1:2	6 hours
History	3 hours
*Humanities (including 2 areas: Fine Arts, English, foreign language, philosophy, speech)	6 hours
Physical Education	2 hours
Religion	6-8 hours
Speech	2 hours
Electives sufficient to make a total of 64 hours.	

VETERINARY MEDICINE

Since admission requirements vary, the student should obtain a list of the accredited veterinary colleges by writing to American Veterinary Medical Association, 600 South Michigan Avenue, Chicago 5, Illinois.

As a rule, most schools of veterinary medicine require two years of college work. Upon completion of four additional years of professional study, the student should be eligible for the Doctor of Veterinary Medicine. The student is advised to acquaint himself with the entrance requirements of the professional school of his choice.

X-RAY TECHNOLOGY

The Loma Linda University School of X-ray Technology requires the following hours of college work for admission:

Biology 11, 12	6 hours
Chemistry 7:8	6 hours
Mathematics 5, 51	4 hours
Physics 51:52; 61:62	8 hours
Religion	4 hours

A list of approved schools of X-ray technicians may be obtained by writing to the American Society of X-ray Technicians, 16 Fourteenth Street, Fond du Lac, Wisconsin.

*Humanities may be selected from Art 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93:94, Speech and Humanities.

SOUTHERN MISSIONARY COLLEGE

Student Financial Information

1972-73

Planning for college requires careful consideration of a number of new responsibilities. Financial planning is not the least of these. A college education in a Christian school is a valuable experience. Education costs in general are increasing each year and Southern Missionary College has not been exempt from these rising costs although costs are still below the national average for private colleges.

SMC has made a large investment in vocational and auxiliary enterprises making it possible for those students who have limited financial assistance to work and defray a substantial portion of their school expenses.

STUDENT FINANCIAL BUDGET AND CAMPUS EMPLOYMENT

Each applicant must submit before registration time a financial budget on the form provided with his application to Southern Missionary College.

When a student is accepted under an approved budget which requires on-campus labor, the Director of Student Finance will make a reasonable effort to assist that student in finding work to the extent called for in the student's budget. The student is not to regard this acceptance as a guarantee that he shall be provided with work. It is the student's responsibility to make a personal effort to secure employment, to prove that he can render valuable service on the job, and to arrange a class schedule that is compatible with a reasonable work program.

Community students are considered on a cash basis, and it shall be understood that students living in residence halls will be given employment preference in the assignment of work opportunities in the auxiliary and vocational enterprises operated by the College.

ADVANCE PAYMENT

All students are required to make an advance payment at or before registration. The advance payment for all students registering for five or more semester hours is \$300. Those students who register for less than five semester hours may pay the total tuition charge in advance in lieu of the advance payment.

The advance payment less any housing charge (see Housing Deposit) is credited to the student's account at the close of the school year or under certain conditions upon his withdrawal from school.

Married Couples as Students—When a married couple enrolls for a combined total of seventeen hours or less of school work, they shall be charged tuition as one person and only one advance payment.

FINANCIAL INFORMATION

HOUSING DEPOSIT

Before a housing or room reservation may be made, \$50 of the advance payment must be paid as a housing deposit. Tentative reservations may be made without a deposit before July 15; however, the deposit must be made by that date in order to hold the reservation. After July 15 requests for reservations must be accompanied by the \$50 payment.

If notice of nonattendance is given to the College by August 1, one-half of the housing deposit is refundable. After August 1 no refund of the payment will be made, except as provided for in the following paragraph.

Students who register at the college and remain in residence a minimum of thirty days are eligible for deposit refunds which will be credited to their final statements. Costs of repairing damages to dormitory rooms and college apartments and of cleaning apartments and rooms that are not left in good condition will be charged to the students and deducted from the housing deposits.

TUITION

The schedule of tuition and general fee charges are as follows:

<i>Semester Hours</i>	<i>Semester Tuition*</i>	<i>Both Sem. Total**</i>
1-7	\$ 65 per hour	
8-11	728	\$1456
12-16	848	1696
Over 16	848 plus \$55 per add. sem. hr.	

Summer School (1972) \$50.00 per semester hour.

* No separate general fee is charged. The tuition charge includes all items formerly covered by a general fee, including Student Association membership fee of \$25.00 for the year for all those taking 8 or more semester hours of classwork, a student insurance premium cost of \$35.00, and Club dues of \$2.50.

* Audit: Tuition for audited courses will be charged at the same rate as courses taken for credit.

* See Tuition Refunds

** It is assumed that the students will pursue course loads equal to their financial and scholastic ability. Those residing in the residence halls or as married students living in other housing are required to take a course load of at least eight semester hours, which is one half of a full-course program. The student should observe that the most economical tuition rates are applied to full-course loads.

Tuition for the first semester is divided equally ($\frac{1}{4}$ each) between the months of September, October, November, and December. Tuition for the second semester is divided equally ($\frac{1}{4}$ each) between the months of January, February, March and April.

MUSIC TUITION

The charge for private music instruction is \$60.00 per semester for a minimum of 14 one-half hour lessons. In addition to private instruction in voice, classes of three or more students may be arranged at a cost per student of \$45 per semester. All persons who wish to take music must enroll for it at the Admissions Office even if they are not taking it for credit or if music is all they are taking. There is a \$2 registration fee for those who are taking music only.

Students are expected to enroll for private lessons or class instruction in an instrument or voice by the semester. Refunds will be allowed only when the instructor is not available for lessons. Music majors will not be charged for private music instruction in their applied major during their last two years in residence but will be charged tuition at the regular rate.

TUITION REFUNDS

A student may drop all classes within one week after registration with a \$25 tuition charge. Subsequent to that time students who drop all classes will be charged tuition on a prorated basis based on an 18-week period.

During the first week following registration, students may make necessary changes in their class programs without charge. After this a fee of \$5 will be assessed for each change in the course program. After three weeks following registration there will be no reduction in tuition charges for classes dropped for the remainder of the semester.

STATEMENTS AND METHOD OF BILLING

Statements will be issued about the 5th day of each calendar month covering transactions through the end of the preceding month. The balance due the college is to be paid by the 25th of the month for discount privileges. Should a student's account be unpaid by the 15th of the succeeding month his registration may be cancelled until such time as the balance is paid or satisfactory arrangements are made.

EXAMPLE OF CREDIT POLICY

Period covered by statement	October 1-31
Approximate date of billing	November 5
Discount period ends	November 25
Class attendance severed if still unpaid	December 15

The above schedule of payment must be maintained since the College budget is based upon the 100 percent collection of student charges within the thirty-day period following date of billing. A student may not take semester examinations, register for a new semester, or participate as a senior in commencement exercises unless his account is current according to the preceding regulations (see example of credit policy). No transcript will be issued for a student whose account is not paid in full.

FINANCIAL INFORMATION

Discounts—A cash and/or family discount on tuition is allowed when payment is made on or before the 25th of the month for the previous month's charge. The amount of the discount varies with the number of unmarried children enrolled from the same family in Southern Missionary College. The following rates apply.

<i>Number of Dependents</i>	<i>Amount of Discount</i>
1	2 per cent
2	5 per cent
3	10 per cent

A college student, to qualify for family discount, must be enrolled for a minimum of 8 semester hours. Accounts of all students who are counted for a family discount and for which the same parent is responsible, must be paid before discounts above 2% are allowed on any of the family accounts. The 2% discount is allowed on any student account paid in full by the 25th of the following month.

SPECIAL FEES AND MISCELLANEOUS CHARGES

The following special fees and charges are assessed separately inasmuch as they may not apply to all students nor do they occur regularly:

Application for admission (not refundable)	\$ 5.00
Automobile parking fee	(per semester) 10.00
Change of program	5.00
Late registration	5.00
Re-registration Fee	10.00
Credit by examination	25.00
Special examination for course waiver	5.00
Transcript	1.00
Graduation in absentia	10.00
Laboratory breakage deposit	\$15.00
(Refunded at the close of the course provided no breakage of equipment has resulted and locker and equipment is cleaned as prescribed.)	
Late return of organizational uniform	1.00
(The full cost will be charged if irreparably damaged or not returned.)	

In addition to charges for rent, board and tuition the following expense items may be charged to the student's account upon his request:

- Books.
- Approved uniforms for physical education classes and recreation.
- Subscriptions to professional journals as required by departments of instruction.

- d. Nursing uniforms.
- e. Membership dues for professional clubs of nursing (T.A.S.N.) and education (S.N.E.A.) departments.
- f. Campus Kitchen Ticket Books (also valid at Village Market) — Two books per month.

HOUSING

Fifty dollars (\$50) of the Advance Payment must be paid before a room or housing reservation may be made. (See Housing Deposit)

Residence halls—Single students not living with parents are required to reside in one of the college residence halls. These accommodations are rented for the school year and charged to the student in eight equal payments September through April. The yearly room charges are as follows:

Thatcher Hall	\$398
Talge Hall	398
Jones Hall	364
Orlando Nursing Dormitory	382

Rates include flat laundry service at the College laundry. Laundry in excess of flat work will be charged at regular published laundry prices.

The room charges listed above include infirmary care and basic services provided by the Director of Health Service at the Health Service Center.

The room charge is based on two students occupying a room. A student may, upon application to the residence hall dean, be granted the privilege of rooming alone when sufficient rooms are available. The surcharge for this arrangement is \$15 monthly.

No refund is made for absence from the campus either for regular vacation periods or for other reasons. If a student moves out of the residence hall during the school year, adjustment of room rent is made based on the number of days the room was occupied by the student or his belongings.

Housing for Married Students—The College provides a number of apartments and mobile homes for married students. The apartments range in size from two to four rooms and most are unfurnished. Rents range from \$52.50 to \$105 per month.

The mobile homes are two and three bedrooms in size and are furnished. Rents range from \$85 to \$105 per month.

There are fifty or more privately owned apartments in the Colgedale community. These also are available to students. Information may be obtained from the Director of Student Finance upon request.

FOOD SERVICE

The cafeteria plan of boarding is used which allows the student the privilege of choosing his food and paying only for what he selects.

FINANCIAL INFORMATION

Board charges for students vary greatly. The average monthly charge in the cafeteria is approximately \$55.00 for men and \$40.00 for women. Individual charges have exceeded these averages substantially. The College applies no minimum charge but all students are urged to eat healthfully by avoiding between-meal snacks and by eating at the cafeteria where balanced meals are available. A student getting a nutritionally adequate diet by eating all meals at the cafeteria should expect to pay approximately \$2.75 per day.

LAUNDRY AND DRY CLEANING SERVICE

Dormitory room rates on the Collegedale campus include laundry flat work. Dry cleaning and laundry in excess of flat work will be charged at regular published laundry prices.

ORLANDO CAMPUS EXPENSES—DIVISION OF NURSING

The Division of Nursing offers part of its program on the Collegedale Campus and part on the Orlando, Florida, Campus. Charges for tuition and other expenses follow the same schedule as for college work on the Collegedale campus.

NURSING STUDENTS UNIFORMS

Approximately \$60.00 will be needed for uniforms and \$30.00 for cape if cape is desired. The uniforms will be purchased the first semester of the sophomore year by those enrolled in the Baccalaureate program and in the first semester of the freshman year by those in the Associate in Sciences program. The cost of the uniforms only may be charged to the student's account if desired.

STUDENT TITHING

SMC encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements may be made by the student (except for those employed at the McKee Baking Co. and in the Federal Work-Study Program) to have ten percent of his school earnings charged to his account as tithe and two percent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church. Tithe on earnings at the McKee Baking Company and from the Federal Work-Study Program must be withdrawn by the student at the College Student Finance Office and paid in cash.

BANKING AND CASH WITHDRAWALS

The accounting office operates a deposit banking service for the convenience of the student. Financial sponsors should provide students with sufficient funds through the banking service to cover the cost of personal items of an incidental nature and travel expenses off campus including vacation periods. Withdrawals may be made by the student in person only as long as there is a credit balance. These deposit accounts are entirely separate from the student's school expense account. Withdrawals from regular expense accounts are discouraged and per-

mitted only under special arrangement with the Director of Student Finance and with the permission of the financial sponsor.

Each student should bring approximately \$75 for books and supplies at the beginning of each semester, if he desires to pay cash for these items.

FINANCIAL ASSISTANCE

Students applying for work, loans or scholarships should contact the Director of Student Finance, P. O. Box 370, Collegedale, Tennessee 37315.

STUDENT LABOR REGULATIONS

Believing in the inspired words that "systematic labor should constitute a part of the education of youth," (E. G. White) SMC has made provision that every student enrolled may have the privilege of organizing his educational program on the "work-study" plan. "Jesus the carpenter, and Paul the tent-maker, . . . with the toil of the craftsman linked the highest ministry, human and divine" (E. G. White). The College not only provides a work-study program, but strongly recommends it to each student enrolled.

In order to provide work opportunities to students, industries are operated by the College. The industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation, students assigned thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements may be suspended from class attendance until proper arrangements are made with the Director of Student Finance. It should be understood that once a student is assigned to work in a given department, he is expected to remain there for the entire school year except in cases where changes are recommended by the school nurse or are made by the College.

Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In case of illness, he will inform the Health Service.

The Office of Student Finance for the college strives to place students on jobs to the best of its ability. For various reasons the college cannot guarantee work to a student even though his application may have been accepted on a plan calling for an approximate number of hours of work per week. Some students choose class schedules with classes so scattered that a reasonable work program is impossible. Some are physically or emotionally unable to work, others are erratic at meeting work assignments. It is the responsibility of the student to render acceptable service to his employer in order to maintain a job. The department superintendent reserves the right to dismiss the student if his service is unsatisfactory. The student pay rate is \$1.60 per hour. It may be higher if a student possesses special skills or training, or lower if an apprentice.

FINANCIAL INFORMATION

Birth Certificates and Work Permits—All students who expect to work and are under twenty years of age must present a Birth Certificate upon registration. This certificate must be left on file in the office of the Director of Student Finance. No student will be permitted to work until the Birth Certificate is on file at the College. This is imperative under the laws of the State of Tennessee.

Whenever a student seventeen years of age or under is registered, the College issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work.

LABOR FOR FOREIGN STUDENTS

Foreign students on non-immigrant visas are required by law to secure permission before accepting any employment. Forms requesting this permission are obtained from the Office of Student Affairs, and if immigration authorities grant permission, foreign students can be employed either on or off campus depending upon the type of permission granted. Foreign students with student visas are not allowed to work more than 20 hours a week. Wives may work only if they have student visas of their own or have immigrant visas.

FINANCIAL AID

Southern Missionary College provides financial aid for students through loans, scholarships and employment. A single application for financial aid, filed with the College will be used for most of the aid programs.

The financial aid program is administered in conjunction with the nationally-established policy and philosophy which is that the parents are the primary and responsible source for helping a student to meet his educational costs. Financial aid is available to help fill the gap between the student's own resources (parental contribution, summer earnings, savings, etc.) and the total cost of attending Southern Missionary College. The amount of parental contribution will be based on the family's financial strength: net income, number of dependents, allowable expenses and indebtedness, and assets. The Family Financial Need Analysis from the American College Testing Program is used in determining a student's eligibility for financial aid.

VETERANS

Southern Missionary College is approved by the Veterans Administration as an accredited training institution. Those who qualify for educational benefits should contact the nearest Veterans Administration office. A certificate of eligibility must be presented before registration is completed. The Veterans Administration counseling centers will provide complete information concerning policies and procedures.

SCHOLARSHIPS AND LOANS

Southern Missionary College participates in all of the Federal Government sponsored student aid programs that are applicable to under-

graduate students. These programs are described below with other scholarship and loan funds available. For complete information and applications write to the Director of Student Finance.

Educational Opportunity Grants—The Federal Government has made available limited funds to accredited colleges from which they may provide grants to full-time students of academic or creative promise who have exceptional financial need. These grants are available in amounts of \$200-\$1000.

National Defense Student Loan Fund—The Federal Government has made loan funds available under the National Defense Student Loan Program for the purpose of providing financial assistance to qualified students seeking a college education. A maximum of \$1,000 per year may be granted under this program.

Nursing Student Loan Fund—The Federal Government has made loan funds available under the Nursing Student Loan Program for the purpose of providing financial assistance to qualified nursing students seeking a college education. A maximum of \$2500 per year may be available under this program.

Nursing Scholarship Program—The Federal Government has made scholarship funds available for nursing students of academic or creative promise who have exceptional financial need. These scholarships are available in amounts up to \$2000 per year.

Professional Nurse Traineeship Program for Registered Nurses—The Federal Government has made funds available for registered nurse students. During the last twelve months of the student's academic program, she/he may apply to receive a \$200 monthly stipend in addition to all tuition and fees being paid. Forty-five dollars (\$45) per month may be received for each dependent who receives over one-half his support from the enrollee. For further details contact the Director of Student Finance.

Psychiatric-Mental Health Trainee Stipends for Nurses—For nursing students who want preparation for responsible positions in the psychiatric-mental health field, the National Institute of Mental Health has traineeships available. Only junior and senior nursing students are eligible. The support includes a yearly stipend of \$1800 plus tuition, registration, and laboratory fees. For information and application forms, contact the Chairman of the Baccalaureate Nursing Department.

Government Guaranteed Loans Program—The Federal Government has made available a program through which loans from private banks to students will be guaranteed by the Federal Government. Interest on these loans will be paid by the government until the student has completed his course of study. A maximum of \$1500 per year may be available under this program. For complete information and application forms, write to the Director of Student Finance.

College Work-Study Scholarships—Funds have been provided by the Federal Government to provide jobs to full-time students of academic promise at a wage scale above the normal student rates. Benefits to students are extended particularly to students from low-income families. Net earnings of approximately \$25 per week may be earned under this program. For information and application forms, write to the Director of Student Finance.

Secondary School Scholarships—Freshman students whose academic rank in secondary school is within the upper 5 percent of their graduating class and who have the recommendation of their faculty may receive a scholarship of \$200 from Southern Missionary College. Contact the Director of Admissions for information.

Teacher Education Scholarships—As an aid to young people who possess talents and interest in the field of elementary school teaching, scholarships amounting to \$300 for the junior year and \$600 for the senior year each may be made available by the Southern Union and local conferences of Seventh-day Adventists. SMC will provide opportunity for students on these scholarships to work a part of their remaining school expenses. For further details write to the Educational Secretary of the local conference in which you reside in the Southern Union. If you reside outside the Southern Union, write to the Superintendent of Education, Southern Union Conference, Box 849, Decatur, Georgia.

Doctor Ambrose L. Suhrie Scholarship for Elementary Teachers—An amount of at least \$250 is available each year to worthy students in training in Elementary Education.

A. E. Deyo Memorial Scholarships—Each year the faculty of the Division of Nursing selects a graduating senior student to receive this award of \$50. The student who is selected must have given evidence of good scholastic standing and Christian character and show promise of making a contribution to the Seventh-day Adventist medical work.

W. B. Calkins Student of the Year Awards—Each year an award of \$150 is made to an outstanding graduating senior student of nursing and a \$50 award is made to an outstanding junior student of nursing. The selection of the recipients is made by the faculty in cooperation with the student body of the Division of Nursing. The selection is based on quality of nursing care rendered, leadership and citizenship.

Kate Lindsay Award—The Loma Linda University Medical and Dental Alumni Auxiliary, Kentucky-Tennessee Chapter, presents an annual award consisting of a framed citation and a gift of cash to a sophomore associate of science degree nursing student. The recipient is selected by the nursing faculty on the basis of scholastic achievement (B average), potential for nursing, demonstration of good citizenship and Christian standards and participation in student functions and professional organizations.

Grants-in-Aid to Nursing Students—Seventh-day Adventist hospitals in the Southern Union Conference have funds available for Grants-in-Aid to students of Nursing in both the Associate degree and the Baccalaureate degree programs. Students who receive this aid will agree to enter nursing service for a definite period of time at the hospital from which the funds are received. Nursing students who are interested should contact the Director of Student Finance at Southern Missionary College.

O. D. and Anna Ruth McKee Scholarship Fund—One thousand dollars is available each year to Sophomore, Junior, and Senior students who have a grade point average of at least 2.25, who are of good character and who show financial need.

Alvin Christensen Memorial Loan Fund—This fund of \$300 has been made available by Doctor and Mrs. L. N. Christensen for loan purposes to a college junior or senior majoring in biology or related fields who gives evidence of Christian sincerity, industry, satisfactory scholarship, and financial need. The interest rate of three per cent becomes effective one year after the borrower is no longer a student at the College, and the principal with interest is due and payable within three years.

The Denmark Fund—This fund has been made available for loans to needy students by physicians interested in assisting young people in gaining a college education. Three percent interest becomes effective when the borrower is no longer a student at the college.

Alumni Loan Fund—A revolving fund is maintained by the alumni of the College. Allocations are made to working students in the junior or senior year on the basis of proved need, character, leadership potential, and good scholarship. Loans are usually limited to \$100 per student.

1969 Alumni Loan Fund—A revolving fund is maintained by the alumni of 1969. Allocations are made to students in the junior or senior year on the basis of proved need, character, leadership potential, and good scholarship. Loans of up to \$300 for a semester are available. The interest rate of three percent becomes effective when the borrower severs students relationship with the College, and the principal with interest is due and payable within one year thereafter.

Educational Fund—Many young people are deprived of the privilege of attending college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the establishment of an educational fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist other students in school. There have been some gifts, and these have been used to help several young men and women complete their work in this College. But the needs of worthy students have been greater

FINANCIAL INFORMATION

than the funds on hand; consequently, it has been impossible in many instances to render the needed assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The College will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the best results may be obtained.

United Student Aid Funds—Through this program loans are made at student's "hometown" bank and are guaranteed by United Student Aid Funds, Inc. Interest begins to accrue when the loan is made but no payment is made until course is completed. These loans are available with interest benefits from the Federal Government similar to the Guaranteed Loan Programs. In order that students may borrow through this program, Southern Missionary College is required to deposit \$1,000 for each \$12,500 in loans made available. Applications are obtained at the college. For more information, write to Director of Student Finance.

Deferred Payment of Education Costs—For students and parents desiring to pay education expenses in 12 or 15 monthly installments, instead of nine months, a deferred payment program is available through College Aid Plan, Inc., and also through Tuition Plan, Inc. Repayment of funds for four years of college may be made over a period of 48 to 72 months. A typical loan of \$1,000 for a school year would require 12 monthly payments of approximately \$89.00.

The deferred payment plans may include insurance on the life of the student parent, disability insurance on the parent, plus trust administration in the event of the parents' death or disability. Agreements may be written to cover all costs payable to the College over a four-year period in amounts up to \$20,000. Agreements may be cancelled at any time without penalty charge.

Parents desiring further information concerning these deferred payment plans should contact the Director of Student Finance.

Anton Julius Swenson Loan Fund—\$1,000 a year of a \$15,000 fund plus interest on the remaining balance of the fund is made available each year for financial assistance to worthy students of promise. Please write to Director of Student Finance for further information.

Miscellaneous Funds—A limited amount of money in various scholarship and loan funds is available to students of promise who are in financial need. For information write to the Director of Student Finance.

Reile-McAlexander Memorial Loan Fund—Loans may be granted from this fund on the basis of financial need, character, and academic promise. Preference will be given students majoring in nursing. Three percent interest rate becomes effective on the date the borrower terminates studies at the College, and the principal and interest is due and payable one year thereafter.

E. T. Watrous Memorial Loan Fund—Small loans may be granted from this fund to assist students experiencing financial difficulty. The principal loan, plus 3% interest will be due and repayable one year after the borrower terminates student status at the College.

William Iles Scholarship Fund—This fund of \$250 is applied in behalf of needy students of promise.

SMC TRUSTEES

H. H. Schmidt, *Chairman*

H. F. Roll, *Vice Chairman*

J. H. Whitehead, *Secretary*

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W. S. Banfield

Vernon W. Becker

Helen Crawford Burks

T. K. Campbell

W. O. Coe

Desmond Cummings

C. E. Dudley

Don Holland

William Iles

K. D. Johnson

O. R. Johnson

Harold Moody

Robert Morris

O. D. McKee

C. L. Paddock, Jr.

E. S. Reile

L. C. Waller

W. D. Wampler

Don W. Welch

Ben Wygal

Tom Zwemer

President, Oakwood College

President, South Atlantic Conference

EXECUTIVE BOARD

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Desmond Cummings

O. D. McKee

H. F. Roll

J. H. Whitehead

ADVISORY BOARD

Charles Fleming

Cyril Futcher

Frank Knittel

Kenneth Spears

COLLEGE ADMINISTRATION

Frank Knittel, Ph.D. (1967) President

ACADEMIC

Cyril F. W. Futch, Ed.D. (1962) Academic Dean

Arno Kutzner, Ph.D. (1971) Director of Admissions and Records

Mary Elam, M.A. (1965) .. Assistant Director of Admissions and Records

BUSINESS

Charles Fleming, Jr., M.B.A. (1941-42) General Manager
of Finance and Development

Glenn Holtkamp (1972) Assistant General Manager

R. C. Mills (1970) College Manager

Robert Merchant, M.B.A., C.P.A. (1961) Treasurer

Louesa R. Peters, B.A. (1964) Assistant Treasurer

Laurel Wells (1964) Director of Student Finance

STUDENT PERSONNEL SERVICES

Kenneth Spears, B.S. (1963) Dean of Student Affairs

Lyle Botimer, M.A. (1969) Dean of Men

Ted Winn, M.A. (1970) Associate Dean of Men

..... Assistant Dean of Men

Florence Stuckey, B.A. (1972) Dean of Women

Fae Rees, B.A. (1964) Associate Dean of Women

Joyce Cotham, A.D. (1971) Assistant Dean of Women

Haziel Henderson, B.A. (1970) Assistant Dean of Women

..... Assistant Dean of Women
(Orlando Campus)

Kenneth Davis, M.A. (1970) Director of Counseling and Testing

Norman Peek, Ph.D. (1963) Director of Audio-Visual

Marian Kuhlman, B.S. (1949) Director of Health Service

Virginia Nelson, R.N. (1969) Assistant Director of Health Service

T. C. Swinyar, M.D. (1960) College Physician

Gary Patterson, M.A. (1971) College Pastor

Rolland Ruf, B.A. (1969) Associate College Pastor

Desmond Cummings, B.A. (1971) College Chaplain

COLLEGE ADMINISTRATION

COLLEGE RELATIONS

William H. Taylor, M.A. (1958)	Director of College Relations
Mabel Wood, M.A. (1949)	Assistant Director of Alumni Relations

LIBRARY

Charles Davis, M.A. (1968)	Librarian
Peggy Bennett, M.S. (1971)	Assistant Librarian
Lorann Grace, M.S. in L.S. (1970)	Assistant Librarian
Marion Linderman, M.S. in L.S. (1962)	Associate Librarian
Marianne Wooley, M.S. in L.S. (1966)	Assistant Librarian (Orlando Campus)

SUPERINTENDENTS OF AUXILIARY AND VOCATIONAL SERVICES

Harley Wells (1964)	Custodian
Francis Costerisan (1962)	Plant Maintenance and Construction
Robert Adams (1970)	Collegedale Laundry
Wayne Barto, B.S. (1967)	Collegedale Bindery
Don Spears (1970)	College Broom Factory
John Goodbrad (1953)	Collegedale Distributors
Noble Vining, B.A. (1966)	College Press
Charles R. Lacey (1970)	Grounds College Cafeteria
Bruce Ringer, B.S. (1953)	Southern Mercantile
William Burkett (1970)	Village Market

FACULTY DIRECTORY

EMERITI

- Theresa Rose Brickman, M.Ed., *Associate Professor Emeritus of Secretarial Science*
B.A., Union College; M.Ed., University of Oklahoma.
- Stanley D. Brown, M.A., *Associate Professor Emeritus of Library Science*
B.A., Columbia Union College, B.A. in L.S., University of North Carolina; M.A., University of Maryland; M.A., Ohio State University.
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INSTRUCTIONAL FACULTY

- Dorothy Evans Ackerman, M.Music, *Associate Professor of Music* ✓
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- Bruce Ashton, D.M.A., *Associate Professor of Music*
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- Rudolf Aussner, M.A., *Associate Professor of Modern Languages*
B.Th., Canadian Union College; M.Ed., Andrews University; M.A., University of Notre Dame. (1964)
- Sue Baker, M.A., *Assistant Professor of English*
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- Douglas Bennett, B.D., *Associate Professor of Religion*
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FACULTY DIRECTORY

- Stuart P. Berkeley, Ed.D., *Professor of Education*
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- Geneva Bowman, M.S., *Associate Professor of Nursing*
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- M. D. Campbell, Ph.D., *Professor of Chemistry*
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- Curtis Carlson, M.A., *Instructor in Communications*
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B.S., Loma Linda University. (1972)
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- Ann Clark, M.A.T., *Instructor in English*
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- Lorella Crago, B.S., *Instructor in Nursing*
B.S., Southern Missionary College. (1970)
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B.A., Pacific Union College; M.A., Pacific Union College; M.A., Michigan State University. (1957)
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B.S., Union College. (1968)
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- Doris Davis, M.N., *Assistant Professor of Nursing*
B.S., Loma Linda University; M.N., Emory University. (1966)

- Donald Dick, Ph.D., *Professor of Speech*
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Ph.D., Michigan State University. (1968)
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for Teachers. (1969)
- Linda Fenderson, B.S., *Instructor in Nursing*
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Diploma of Education, University of Western Australia; M.Ed.,
Maryland University; Ed.D., Maryland University. (1962)
- William Garber, M.A., *Instructor in Journalism*
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- Robert Garren, M.F.A., *Assistant Professor of Art*
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of Technology. (1968)
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(1965)
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College for Teachers. (1966)

FACULTY DIRECTORY

- Edgar O. Grundset, M.A., *Associate Professor of Biology*
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nology. (1955)
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B.S., Walla Walla College. (1971)
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Ed.D., Texas A and M. (1967)
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B.A., Valparaiso University; M.Ed., University of Chattanooga;
Ed.D., University of Tennessee. (1951)
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- Huldreich H. Kuhlman, Ph.D., *Professor of Biology* ✓
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B.A., Emmanuel Missionary College; M.A., Michigan State University. (1965)
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B.A., Emmanuel Missionary College; C.P.A., American Institute of Certified Public Accountants; M.B.A., University of Arkansas. (1961)

FACULTY DIRECTORY

- Carl Miller, D.N.Sc., *Professor of Nursing* ✓
B.S., Columbia Union College; M.S., University of Maryland;
D.N.Sc., Boston University. (1964)
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B.A., George Washington University; M.A., Middlebury College;
Ph.D., University of Florida. (1967)
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sity of Nebraska. (1966)
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(1963)
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- Jan Rushing, M.B.A., *Assistant Professor of Business Administration*
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(1971)
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(1967)
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B.S., Southern Missionary College; M.S., University of Tennessee.
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- Smuts van Rooyen, M.A., B.D., *Assistant Professor of Religion*
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- Wayne E. VandeVere, Ph.D., C.P.A., *Professor of Business Administration*
B.A., Andrews University; M.B.A., University of Michigan; Ph.D., Michigan State University. (1956)
- Eleanor Walker, B.A., *Instructor in Office Administration*
B.A., Walla Walla College. (1969)

FACULTY DIRECTORY

- Stanley E. Walker, M.Mus., F.A.G.O., *Professor of Music*
B.Mus. and M.Mus., Northwestern University. (1969)
- Robert Warner, M.Mus., *Associate Professor of Industrial Arts*
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- Del LaVerne Watson, M.Ed., *Professor of Nursing* ✓
B.S., Union College; M.S., University of Colorado; M.S. and M.Ed., Columbia University. (1964)
- Elbert Wescott, Ph.D., *Associate Professor of Biology*
B.A., Walla Walla College; M.A., Walla Walla College; Ph.D., University of Maryland. (1962)
- Allene Wiesner, B.S., *Instructor in Nursing*
B.S., Southern Missionary College. (1970)
- Lucile White, M.A., *Assistant Professor of Office Administration*
B.S., Emmanuel Missionary College; M.A., Michigan State University. (1962)
- Judy Winters, M.S., *Instructor in Nursing*
B.S., Southern Missionary College; M.S., Emory University. (1972)
- Marianne Wooley, MSLS., *Assistant Professor of Library Science*
B.S., Andrews University; MSLS, University of Southern California. (1966)
- James Zeigler, M.A., *Assistant Professor of Biology*
B.S., Madison College; M.A., George Peabody College for Teachers. (1965)
- Ellen Zollinger, M.S., *Instructor in Home Economics*
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LECTURERS

- Herman C. Ray, M.A., *Lecturer in Religion*
B.A., Southern Missionary College; M.A., Stetson University. (1964)
- Rhea Rolfe, M.A., *Lecturer in Behavioral Science*
B.A., Columbia Union College; M.A., Western Michigan University. (1970)

SUPERVISORY INSTRUCTORS IN SECONDARY EDUCATION

- Ronald Barrow, M.A., *Principal* ✓
B.A., Columbia Union College; M.A., Loma Linda University. (1968)

- Roy Battle, M.A., *Guidance and Counseling and Industrial Arts*
B.A., Southern Missionary College; M.A., Andrews University.
(1964)
- Glenda Clark, B.A., *Home Economics*
B.A., Southern Missionary College. (1970)
- Don Crook, M.S., *Religion, Music*
B.A., Southern Missionary College; M.S., University of Tennessee.
(1958)
- Sylvia Crook, B.A., *Languages*
B.A., Southern Missionary College. (1968)
- Robert Davidson, M.A., *Mathematics and Science*
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- Joyce Dick, B.A., *English and Journalism*
B.A., Union College. (1970)
- Helen Durichek, B.A., *Treasurer*
B.A., Southern Missionary College. (1971)
- David Knecht, M.A., *English and Speech*
B.A., Andrews University; M.A., Loma Linda University. (1972)
- Peggy Knecht, *Registrar*
- Harold Kuebler, M.A., *Religion*
B.A., Andrews University; M.A., Andrews University. (1967)
- Roger Miller, M.A., *Health and Physical Education*
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B.A., East Carolina College. (1970)
- Charles Read, M.S., *Business Education*
B.S., Union College; M.S., Indiana University. (1969)
- Charles Robertson, M.A., *Mathematics and Biology*
B.S., Andrews University; M.A., University of New Mexico. (1969)
- Charles Swinson, M.A., *History*
B.S., University of Tampa; M.A., John Hopkins University. (1970)

SUPERVISORY INSTRUCTORS IN ELEMENTARY EDUCATION

- Howard Kennedy, M.A., *Principal*
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for Teachers. (1969)

FACULTY DIRECTORY

Weston Babbitt, M.A.

B.S., Columbia Union College; M.A., Andrews University. (1972)

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B.A., Emmanuel Missionary College; M.Ed., University of Chattanooga. (1961)

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B.S., La Sierra College; M.A., La Sierra College. (1970)

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B.S., Southern Missionary College. (1971)

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B.S., Southern Missionary College. (1971)

Joan Linebaugh, M.A.

B.S., Southern Missionary College; M.A., University of Tennessee at Chattanooga. (1970)

Geraldine Miller, B.S.

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B.A., Columbia Union College; M.A., George Peabody College for Teachers. (1966)

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B.S., Southern Missionary College. (1970)

Dianne Tennant, M.Ed.

B.S., Southern Missionary College; M.Ed., Western Kentucky State Teachers College. (1969)

FACULTY COMMITTEES

The president serves as *ex officio* member of all faculty committees. The person listed first serves as the chairman and the second person as the vice chairman. Students serving on committees are appointed by the president.

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PRESIDENT'S COUNCIL: Frank Knittel, R. R. Aussner, Douglas Bennett, Des Cummings, Charles Davis, K. R. Davis, Cyril Futchter, Lawrence Hanson, Zerita Hagerman, Delmar Lovejoy, R. C. Mills, Gary Patterson, Kenneth Spears, Stanley Walker, plus three students.

ADMISSIONS: Arno Kutzner, Mary Elam, Cyril Futchter, Kenneth Spears, W. H. Taylor, Laurel Wells.

ACADEMIC POLICIES: Cyril Futchter, Mary Elam, Arno Kutzner, Charles Davis, Chairmen of Departments, plus three students.

COLLEGE RELATIONS: W. H. Taylor, Frank Knittel, Arno Kutzner, Genevieve McCormick, R. C. Mills, Marvin Robertson.

LOANS AND SCHOLARSHIPS: Laurel Wells, Zerita Hagerman, Arno Kutzner, Delmar Lovejoy, Mildred Spears, plus two students.

STUDENT AFFAIRS:

Administrative: Kenneth Spears, Lyle Botimer, Melvin Campbell, Charles Davis, Cyril Futchter, Floyd Greenleaf, Henry Kuhlman, Florence Stuckey, Jan Rushing, plus three students.

Government: Kenneth Spears, Lyle Botimer, Melvin Campbell, Robert Francis, Lawrence Hanson, Millie Runyan, Florence Stuckey.

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Student Personnel: Kenneth Spears, Lyle Botimer, Des Cummings, Jr., Joyce Cotham, K. R. Davis, Haziell Henderson, Marian Kuhlman, Clifford Myers, W. G. Nelson, Fae Rees, Florence Stuckey, Ted Winn.

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The following *ad hoc* committees function under the supervision of the Dean of Students: Ministerial Recommendations; Medical Student Recommendations.

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Guidance and Counseling	9	Music	77
Harold A. Miller Hall		Office Administration	86
Fine Arts Building	6	Physics	89
Health, Courses in	58	Religion	92
Health Service	8	Spanish	72
History of the College	3	Speech	45
History, Courses in	60	Modern Languages, Courses in	72
Home Arts Center	6	Moral Conduct	11
Home Economics, Courses in	63	Music	
Home Economics, Curriculums	62	Courses in	78
Honors, Graduation with	29		

Curriculums	76	Scholarships	110
Organizations	80	Scholastic Probation	25
Tuition	105	Secondary Education	53
Non-Departmental Courses	96	Senior Placement Service	10
Nursing		Senior Standing	29
Courses in	83	Setting of College	4
Curriculum	82	SMC Students	5
Scholarships	110	Sociology, Courses in	35
Objectives of the College	2	Sophomore Standing	29
Office Administration, Courses in	86	Spanish, Courses in	73
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Occupational Therapy	100	Teacher Education	52
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JULY

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